

## Recruitment of New Board Members

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### PROCEDURE:

The Nominating Committee uses the following procedure to recruit new board members:

1. **Identify possible candidates** by taking suggestions from current and past board members, WCLT members, and other key stakeholders.
2. **Develop a candidate contact list** by reviewing possible candidate names with the Board of Directors.
3. **Make personal contact** with each person on the candidate contact list. If the potential candidate is interested then an interview is set-up.
4. **Request a resume or summary of candidate's experience** and interests be brought to the interview.
5. **Provide a board member recruitment packet** to each candidate prior to the interview. The packet includes:
  - Board member job description
  - Statement of legal responsibilities of nonprofit boards
  - WCLT brochure and last two newsletters
  - WCLT one-page strategic plan overview
6. **Interview candidates using standard interview questions**, with at least two members of the Nominating Committee at each interview.
7. **Invite candidates** to attend a Board or committee meeting.
8. **Prepare a written report with recommendations** to the Board of Directors. The report will include information regarding the background, experience and skills of each nominee, and their degree of interest and commitment to the mission of WCLT.
9. **Submit the recommendation** to the Executive Committee for board appointment, or for nomination at the WCLT annual meeting in accordance with the Bylaws.

**Rev.1 Approved:** January 2, 2006

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President, Board of Directors