



## THE SILVER STAR FAMILIES OF AMERICA BOARD MEMBER SELECTION POLICY

### GUIDELINES FOR SELECTING AND TRAINING MEMBERS

- Recruit new members strategically to find the right people to meet your organization's needs. Remember, recruitment is an ongoing process, and not just something to think about when vacancies arise.
- Determine the types of skills you need on your board. Consider members who have skills in accounting, legal matters, property management or policy areas.
- Develop clear roles and responsibilities for board members. Some organizations prepare job descriptions for board members, especially for officer positions such as president, vice president, treasurer and secretary.
- Educate board members so they understand the organization's mission and programs as well as their legal and fiscal responsibilities.
- Orient new members. Prepare a board manual and initiate a board mentoring system – current board members can provide support and coaching to new members. Consider inviting board members to tour your organization and meet with senior organizational staff as part of their orientation.
- Establish committees that will enable board members to take an active role in furthering the organization. Some nonprofits require board members to serve on committees prior to joining the board.
- Communicate with board members in between meetings. Use the opportunity to provide organizational updates, encourage people to follow-through on commitments, and discuss issues in an informal setting.
- Host an annual retreat for board members. You may consider involving staff as well. Engage the services of a skilled facilitator to assist with planning and facilitating the session.
- Appreciate, recognize and celebrate the contributions of board members.
- Periodically self-assess your performance as a board to determine how well you're carrying out your responsibilities and identify challenges that require action.
- Establish term limits and rotate board members so that fresh ideas and new energy come into your organization.