



POLICY AND PROCEDURE MANUAL

<b>Chapter:</b>	Governance and General Administration		
<b>Title:</b>	Board Composition and Member Recruitment		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/>	<b>Review Cycle:</b> Triennial <b>Author:</b> CEO/Designee	<b>Adopted Date:</b> 05.2023 <b>Review Date:</b> 05.2023	<b>Related Policies:</b> Board Orientation and Development DEI Policy

**Purpose:**

Hopeful Horizons’ (HHs’) Board of Directors strives to be reflective of the communities we serve and to unite professionals with diverse backgrounds and expertise behind a shared mission and vision. This policy describes the approach HH uses for ongoing assessment of the Board’s composition and new Board member recruitment.

**Scope:**

This policy applies to

- All HH Staff
- Selected HH Staff, as specified: Executive Leadership
- HH Board Members
- HH Volunteers
- Other: Sub-contract Providers

**Policy:**

To assure effective governance and accountability the HHs’ Board shall maintain and ongoing process of Board composition assessment and member recruitment. The composition of the Board shall be maintained in accordance with approved Board bylaws and shall be managed by the Governance Committee.

- A. Assessment of Board Composition: The Board Matrix is used to assess the composition of the Board to assure it continues to be representative of the communities served and has the requisite expertise to support implementation of Board functions and achievement of the organization’s mission and vision.

The Board Matrix Questionnaire, completed by each member upon joining the Board, tracks a variety of dimensions, including:

- Age
- Sex assigned at birth
- Gender identity
- Race/Ethnicity
- County of residence
- Community connections
- Personal and Professional Affiliations/Qualifications
- Leadership expertise/skills

Individual Board member information is updated, through report to the CEO, as changes occur. The Board Matrix Questionnaire is update by all Board members at least triennially. Annually, the Board information is summarized by the Chief Executive Officer (CEO)/designee and reviewed by the Governance Committee to identify gaps in current Board representation.

- B. **Identification of Prospective Members:** The CEO/designee maintains a list of prospective Board members. When a vacancy occurs, if no one on the prospect list is a fit for the current need, additional suggestions will be sought and solicited from current Board members, staff, volunteers, and community partners.
- C. **Recruitment and Application:** Once a potential candidate is identified, the CEO, Chief Development Officer (CDO) or a member of the Governance Committee will contact the candidate to provide more information about HH and Board service to assess their interest. If the potential candidate is interested, the CEO or Governance Committee member will provide them with an application.
- D. **Interview and Nomination:** Once the application is returned, the CEO shall schedule an interview with the Governance Committee. If the Governance Committee believes that candidate will make a good Board Member, the Chair of the Governance Committee will recommend the candidate to the full Board for review and consideration at the next Board meeting or at the final Board meeting of the year in November.
- E. **Appointment:** If the proposed member is approved, the Chair of the Governance Committee will inform them via email and the CEO will follow-up with next steps. If the prospective candidate is not taken to the Board for approval or if they are not approved, the Chair of the Governance Committee will inform them via email.

**Communication and Training:**

Board members shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process.

**Definitions:**

NA

**Other Related Materials:**

Board Matrix Questionnaire

**References/Legal Authority:**

[Board Recruitment, BoardSource, 2023.](#)

[Find the Right Board Member, National Council of Nonprofits, 2023.](#)

**Change Log:**

Date of Change	Description of Change	Responsible Party
5.2023	New Policy	N. Miller, Prog. Eval. Consultant