

Educational Farm at Joppa Hill  
164 Joppa Hill Road  
Bedford, NH 03110

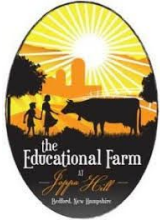
## New Board Member Protocol

Board members may refer or recruit colleagues or friends, it's important that all candidates or prospects go through the full application and screening process to ensure consistency and to avoid any conflicts of interest or potential issues down the road.

Holding an interview with all potential candidates offers an opportunity to discuss the role and find out about the candidate's: background, skills, interests, qualifications, personal goals. And, generally, to see if he or she is a good fit for the role, the board team, and the organization as a whole.

- Interested candidates will have completed the online new board member application prior to being invited to attend a board meeting.
- Ask the candidate to provide a resume to share with the board.
- Go over the board role description (even if they've received it beforehand).
- Provide candidate an overview of the organization and its mission/objectives.
- Potential questions to ask candidate:
  - What skills do they have to contribute;
  - Time commitment/availability;
  - Discussion of any legal documents, etc.
  - Potential conflicts of interest

After the candidate attends the initial board meeting the board will discuss privately the candidate's ability to fit within the board and the organization in terms of values, attitude and personality. *Consider requiring that screening of board candidates involves a police record check if candidate might work with summer camp.*



Educational Farm at Joppa Hill  
164 Joppa Hill Road  
Bedford, NH 03110

## **New Board Member Protocol**

Once the choice has been made, each of the candidates needs to be notified to officially invite them to join the board, or else to thank them and let them know that their services aren't required. Along with the email/call, the new board member should receive a letter/email confirming his/her invitation to join the board and outlining the role, timelines, commitment and all pertinent details.

### **In addition, new board members will be provided an orientation:**

The orientation format can be done through providing a welcome package of information, an orientation video/slideshow or another board agreed upon method.

At a minimum, new board recruits should receive the following information:

- An overview of the organization – its mission, vision, values
- Organization chart – outlining structure (e.g., board, committees, staff roles & responsibilities, etc.)
- Organization's annual report and any other pertinent financial reports
- Any additional documentation or forms that need to be completed
- The organization's strategic plan
- Most recent board meeting minutes
- Contact information – board chair, members, staff contacts etc.