



Recruiting Members for The Arc Board of Directors

An effective board starts with the right match between an individual with the talent, skills, attitude, and commitment to make a difference at The Arc and with the children and adults with developmental disabilities we support.

1. Define/Know our Needs
 - a. Not just filling a seat; recruit someone who has the skills for the purpose; will add value to our organization (i.e. financial expertise, fundraising, PR, special events, etc). People who have qualities that will help the board function better, efficient
 - b. Be familiar with and/or have the board member packet on hand
 - i. Outlines board member responsibility, terms, meetings, responsibilities
2. Find Candidates
 - a. Getting the message out
 - i. Asking friends, family, colleagues, neighbors, other community members
 - ii. Asking within your specific personal/professionals networks
 - b. Publicize through social media, local media
 - c. Provide an Arc Board Member Information Packet to them and offer to review it with them; highlighting their skills and talents and how they can help our organization.
3. Screening/Selection
 - a. For those interested in serving on the board, provide them an Arc Board Application to complete and return for the nominating committee to review.
 - b. The nominating committee will review the board member applications and make recommendations to the board of directors as to who they feel best fits.

Achieve with us:



4. New Board Orientation

- a. For those who have been selected to serve on the board, they will receive:
 - i. Overview of The Arc; mission, values
 - ii. Organizational chart
 - iii. Financials
 - iv. Recent newsletter/brochure
 - v. Schedule of meetings, events
 - vi. Contact information

Achieve with us:



Board Application Form

1. Candidate Name _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Work/Cell Phone _____ Email _____

2. Current position/employer: _____

3. Relevant Experience and/or Employment. Resume helpful but not necessary.

4. Please circle area(s) of expertise/contribution you feel you can make to further the mission of The Arc:

Fundraising	Policy Development	Public Policy/Advocacy	
Special Events	Strategic Planning	Evaluation	Technology
Capital Campaign		Legislative Contacts	

5. Please list prior experience serving as a Board member for other non-profit organizations:

6. What other volunteer commitments do you currently have?

7. Why are you interested in serving as a Board member for The Arc?

8. Please share any other information you feel important for consideration of your application to serve as an Arc Board member.

For Board Use

Nominee has had a personal meeting with either the Executive Director, Board Chair, or other Board member. Date _____

Nominee reviewed by the committee. Date _____

Nominee proposed to the Board. Date _____

Board action Elected Rejected Date _____