

## Recruitment Process

Goal: To identify and attract new Board members who will enhance the Board's and the organization's representation of and engagement with the many diverse communities we serve.

### Part 1

Consistently on the look out for new Board members.

How do we find new members?

1. Referral by another DRC Board member, staff, etc
2. Building relationships with other organizations/individuals for future references or sources of possible Board member
3. Through DRC website application
4. Community Engagement
5. Trainings
6. Toast
7. Other targeted recruitments as identified in the strategic plan

What do we do when someone is interested?

1. Refer them to the DRC website to fill out the application  
(Documents) The website contains application and specific instructions on what to send where; Board Member Commitment; Board Needs & Opportunities; About DRC and About DRC Board

What happens once the application is received?

1. It is reviewed by the Recruitment Committee  
(Document) Interview questions
2. An interview is scheduled with preferably three Committee members present for the interview  
(Document) Interview questions
3. If proceeding with a candidate, preferably (all members of the interview) three different people call references  
(Document) Reference check questions
4. Committee meets to discuss recommendation to the Board to accept/not accept candidate
5. If affirmed by Board, new candidate is confirmed

### Part 2

Board buddy is assigned by Recruitment Committee

1. Buddy is source of reference and an immediate and welcoming connection to our Board
2. Board buddy meets with new member in the first month.
3. Buddy is available over the first three months for a check-in to see how it's going, any questions.  
(Documents re policies and procedures, more info with regard to the committees)
4. Go over the history of the organization
5. Presented with Board binder
6. Review "Expectations of DRC Board Members" document
7. Sign off on understanding all aspects of being a Board member

Recruitment Committee responsibilities

1. Reach out to new members to welcome them and make a connection

2. Check in about committee assignments and refer to appropriate committee chair
3. Check in about training/DRC 40 hour - at least the first four