**SUGGESTED GUIDELINES FOR USING SAMPLE BOARD DEVELOPMENT TOOLS/MATERIALS**

1. **Chapter Board Matrix** – Used to assist in identifying key criteria for Board member recruitment. This tool is *only* useful if the criteria across the top (Professional: Experience/Expertise, Funding: Access/Skills; Demographic Info, Geographic Info, etc.) are carefully edited so as to ensure they are relevant for your state and for your specific organization at this time. This may require some extensive discussion and should relate to the current goals and initiatives in your Strategic Plan.
2. **Request for Chapter Board Nominations** – This can be sent to current Board members and, if your Board so chooses, to former Board members and/or Member Center Directors, letting them know that the Board is seeking possible candidates for service on the Board and specifying exactly what the Board is looking for in those candidates at this time.
3. **Board Nomination Form** – This form should be sent along with #2 above. It will help ensure that those wishing to put forward the name of a candidate, take some time to give serious thought to how that individual might be helpful to the organization and how/if they meet the specific key criteria the Board has indicated are priorities at this time.
4. **Board Member Job Description** – The Job Description will look different for every organization and should be an accurate and current list of expectations. It can be used in two ways: (1) The Job Description can be included as an attachment to the Letter Requesting Board Nominations so those submitting names are clear about those expectations; and (2) The Job Description should always be used when the Board Nominating/Development Committee approaches potential candidates – providing this to them in advance allows them to accurately and realistically determine if they are able and willing to make the commitment needed as a member of the Board.
5. **New Board Member Commitment to Serve** – Once Board members are nominated – preferably prior to election but, if not, perhaps during the new Board member orientation session – this form should be signed and kept on file for each new Board member. The contents of this Statement should reflect the same expectations that appear on your Board Member Job Description.

FOR EXISTING BOARD MEMBERS (the following three tools should be used together on an annual basis – preferable just prior to the board Nominating/Development Committee beginning its work in assessing gaps on the Board and initiating the nominations process for the following year):

1. **Board Member Annual Activity Summary** – This should be a confidential summary provided to each Board member that indicates what their level of activity has been over the past 12 months *specifically related to the board Member Job Description.*
2. **Board Self-Evaluation Form** – This tool provides each Board member with an opportunity to evaluate their performance – relative to the Board Member Job Description – over the past 12 months. The Board Member Annual Activity Summary (#1 above) is intended to give them factual information with which to conduct the self evaluation. In some cases, Board leadership might wish to collect all of the self-evaluations (confidentially – no identifying information included on them) so they can compile results and assess the Board’s overall evaluation of performance and identify possible strategies that could be implemented to enhance Board involvement, level of satisfaction, etc.
3. **Existing Board Member Recommitment to Serve** *–* Like the New Board Member Commitment Statement, this provides each Board member with a reminder of expectations for Board members and an opportunity to recommit for the upcoming year. In the event Board members are unable to meet the expectations, this provides a respectful mechanism for them to opt out or step down and make room for someone else who is better positioned to be an active Board member at that time.