**(SAMPLE REQUEST FOR BOARD Member RECOMMENDATIONS LETTER)**

To: Board of Directors of (NAME OF CHAPTER)

Former Board Members of (NAME OF CHAPTER)

Member Center Directors of (NAME OF CHAPTER)

From: (NAME OF NOMINATING COMMITTEE CHAIR)

Date: (ENTER DATE)

Re: Chapter Board Nomination Recommendations

We are presently accepting recommendations for interested, committed individuals to be considered for nomination to the Board of Directors of NAME OF CHAPTER for a XXX-year term beginning (ENTER BOARD YEAR START DATE).

In order to continue our efforts to maintain a productive and progressive Board for our State Chapter of Children’s Advocacy Centers, we need recommendations of potential Board members who possess the leadership to assist the organization to grow and develop.

All current and former Chapter Board members and member Center Directors are strongly encouraged to analyze and review your associates, colleagues, and acquaintances to submit names for possible consideration. We are currently seeking community board members with the following expertise/experience:

Corporate/Business Law Risk Management/Commercial Insurance

Legislative/Lobbying Marketing/Public Relations

Technology Accounting

Mental Health Medical

Education

We are striving to find board members who have local, regional or statewide board experience and recognize how essential the Chapter is to efforts to assist and support children’s advocacy centers (CAC) throughout our state as the agencies and professionals who work with these CAC programs and the children they serve. In addition, we seek to expand the Board to more accurately reflect the ethnic, geographic and generational diversity of ENTER NAME OF STATE.

At this time we are specifically seeking candidates who represent…*enter any specific key criteria related to geographic, gender, ethnic, generational diversity needs here.*

Attached please find Board Recommendation Forms to be used for the purpose of recommending new members to the Board. If you wish to recommend one or more individuals, please complete the attached form and submit it along with a letter of recommendation, to the NAME OF INDIVIDUAL/COMMITTEE OVERSEEING NOINATION PROCESS on or before ENTER DEADLINE DATE.

Here are some suggestions for identifying appropriate candidates for the representative positions:

1. The Chapter Board meets on a monthly/quarterly basis and committee work involves additional meetings throughout the year. Attendance at the Board meetings and committee meetings and/or conference calls is extremely important. Be sure the individual you recommend is available to participate at this level.
2. The Board oversees the fiscal administration and operation of the CAC and its Executive Director. Board members will need to assist with fundraising endeavors and each member is asked to make a personal contribution as well.
3. Previous experience with other non-profit boards and organizations (non-profit and/or membership organizations in particular) would be deemed a valuable asset in a candidate.

All recommendations must include a personal letter of recommendation from the individual submitting the name for consideration. While this letter need not be formal or lengthy, we ask that you include as much pertinent information as possible regarding why you believe this individual would be an asset to the state chapter board. This information will also be helpful in determining where and how that individual might best be assigned (i.e. committees, projects, etc.) so as to make the best use of their strengths and talents. The letter should also specifically address which of identified criteria we are seeking that this candidate might fill.

If you have any questions or need more information in this regard, please feel free to contact me at ENTER PHONE NUMBER OF COMMITTEE CHAIR. Thank you for taking the time to participate in this process. We look forward to receiving your recommendations between now and ENTER DEADLINE DATE.