

## **Friends of Prado Day Center**

### **GUIDELINES FOR VETTING AND SELECTING NEW COMMUNITY BOARD MEMBERS**

**PURPOSE:** The purpose of these guidelines is to provide a framework to help with the selection of Friends Board members from the community at large. Friends' mission is to provide support funding for operation of Prado Day Center, a service center for the homeless in our community, helping them find a level of self-sufficiency appropriate to each individual. Prado Day Center is a day shelter for the homeless. It is open seven days a week. Friends provides approximately 50% of the funding for Prado. These guidelines should be used when a Community Representative board member position needs to be filled.

**MISSION ALIGNMENT:** A prospective board candidate should be willing to commit to the purpose and mission of Friends. Friends is a small, all-volunteer fundraising board. To be successful it needs all members engaged and cooperating together to help achieve its mission.

**DIVERSITY:** Where possible, the board makeup should reflect the diversity of our community.

**BOARD BALANCE:** The Friends board will endeavor to recruit board members who have diverse skills, education, and interests that help further the Friends' mission. It will avoid recruiting members who are currently represented on the Friends board.

**CONFLICT OF INTEREST:** Friends should avoid recruiting and potential member who may have a real or perceived conflict of interest.

## **Procedure for Recruiting and Accepting New Community Representatives**

All board members should have access to an application form and the new member packet (either hardcopy or Word file) so that they can give it to anyone interested in applying for board membership. Once the interested person has had a chance to read the material and become acquainted with our mission and functions, an informal meeting with at least one board member should follow, where the applicant can ask questions and the board member(s) can become more acquainted with the applicant. After that meeting the applicant should be invited to attend the next board meeting.

[**Note:** These steps may be handled very informally. If a board member has a friend who is already familiar with Friends and our mission and functions, then the board member could just pass along the application form and new member packet and immediately invite the friend to attend a board meeting so that the board as a whole can become acquainted with the applicant.]

At that board meeting, after talking with the applicant, he or she will be thanked for coming, and we will accept their application if they still want to leave it. Then in closed session we will discuss whether to invite them to join the board. The board member(s) who initially met with the applicant will contact them and advise them the results of the board discussion and, assuming the board did in fact decide to invite the applicant to join, ask if the applicant is still willing to serve on the board. If they are, then they will become a member of the board at the next board meeting.