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Board Development and Engagement

William Brown, Ph.D.

Professor & Director

Center for Nonprofits & Philanthropy

Contact Information

Center for Nonprofits & Philanthropy
Bush School of Government and Public Service
Texas A&M University
4220 TAMU
College Station, Texas 77843-4220
Phone: (979) 458-1372
Fax: (979) 845-4155
wbrown@tamu.edu
<http://bush.tamu.edu/nonprofit/>

Session One

Board Development Essentials

Session Two

Board Member Recruitment & Selection



NOMINATION PROCESS STEPS	FACILITATORS	DESCRIPTION
1 Appoint nominating committee (or Leadership Development Committee)	Board as outlined in the bylaws	Committee appointed by board or elected and is responsible for nominating new board members
2 Discuss board's needs—competencies and representation	Nominating committee and the board	The process by which a board determines the necessary skills and diversity needed on the board
3 Establish candidate interest form	Nominating committee with staff	Creation of the competencies, experience, and representation outlining what the board is looking for in board applicants
4 Confirm available seats and if potential appointment of current member	Staff and board	Determine the number of new board members needed and if current members are qualified for appointment
5 Communicate targeted needs to Board, membership, and press	Nominating committee	Publish a call for nominations
6 Collect nominations and candidate statements (applications)	Staff	Compile nominations from interested applicants
7 Administrative compiling/screening applications against criteria	Staff	Administration screens all the incoming applications against the criteria (can use this to quantitatively look at applicants)
8 Obtain leadership input	Nominating committee	Gather staff input on any necessary information they may have about the candidates
9 Prepare matrix for scoring system	Staff and nominating committee	Helps prepare the nominating committee to evaluate candidate competencies based criteria
10 Determine gaps between culled list and board needs	Staff and nominating committee	Determine any skills that are missing from the applicants that are currently needed on the board
11 Score and rank candidates	Nominating committee	Nominating committee meets to discuss, evaluate, and prioritize the candidates
12 Conduct interviews of culled list	Nominating committee	Nominating committee interviews applicants that they feel may be a potential fit for the board
13 Prioritize candidate list	Nominating committee	Nominating committee prioritizes candidates
See flowchart model for 14–17		
18 Confirm and install officers and directors/communicate results	Board and membership	The culmination of the process where the appointees are officially on the board

Session Three

Board Member Engagement





Programs of the Center for Nonprofits & Philanthropy

Educational Programs

- Graduate Degree in Public Service & Administration with a track in Nonprofit Management (in-residence & online)
- Graduate Certificate in Nonprofit Management & Leadership (in-residence & online)
- Continuing Education Certificate in Nonprofit Leadership (online)
- Leadership in Public Service – 2-day seminar
- Workshops and Seminars

Outreach and Consulting Services

- Consulting Services
- Strategic Partnerships
- Leadership Coaching
- Strategic Planning
- Board Governance Training and Workshops
- Research and Evaluation
- Data and performance management

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Center for Nonprofits & Philanthropy
Bush School of Government and Public
Service
Texas A&M University
4220 TAMU
College Station, Texas 77843-4220

Denise Parker, Program Administration
Phone: (979) 862-3195
Fax: (979) 845-4155
bushschool.nonprofitmanagement@tamu.edu
<http://bush.tamu.edu/nonprofit/>

