

Board Recruitment Prospectus

Insert photo from
program activity

Please note: This is a sample board management tool and is intended for study and educational purposes. Users may adapt it to their own needs but it is not recommended to use "as-is" given the unique needs of each organization and position.

For an actual field-tested example of this template, e-mail info@rumohrclarke.com.

"Insert compelling quote about the organization's work."

Organization: **Insert name of organization**
Insert address
Insert phone number

[Insert Web site](#)

Insert Executive Director or CEO
Insert Board Chair or President

VISION OF THE ORGANIZATION

Insert vision.

MISSION

Insert mission.

CORE VALUES

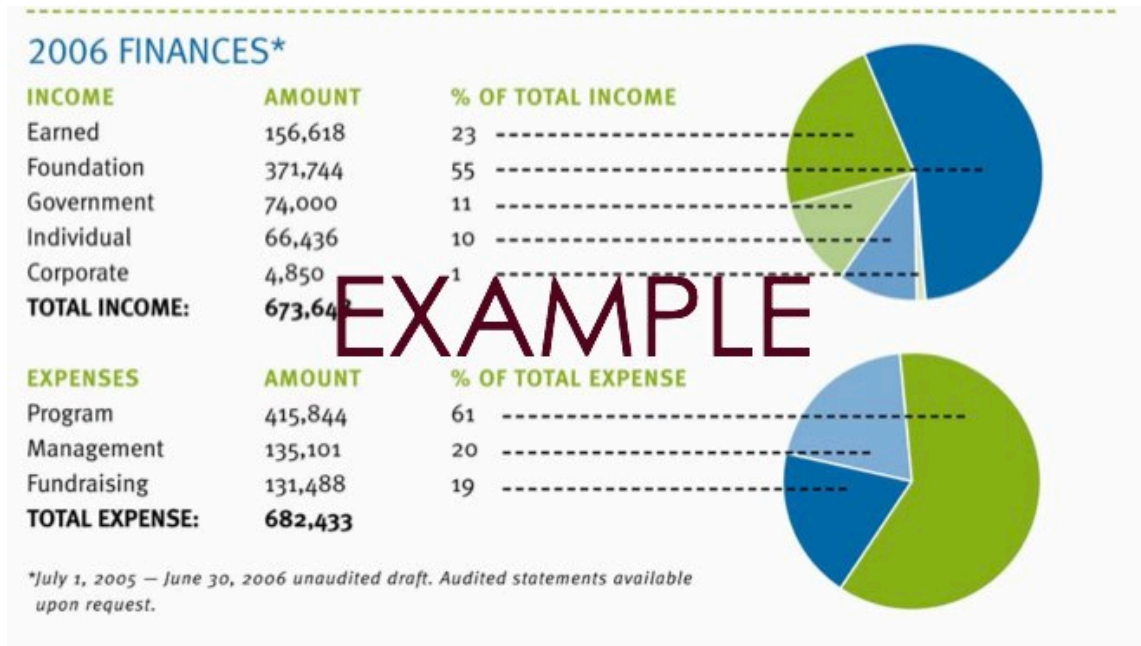
- **Insert core value #1.**
- **Insert core value #2.**
- **Insert core value #3.**

HISTORY AND PROGRAMS

Insert brief history of organization. Describe notable accomplishments. Briefly describe goal(s) for board recruitment.

FINANCES

Describe current budget size and programmatic outputs, or the numbers impacted by the organization's programs. Reference last audit. Use a graphic image if possible.



THE BOARD

Each member of the Board:

- Insert board criterion #1 (such as the number of annual meetings required).
- Insert board criterion #2 (such as committee requirement, if appropriate).
- Insert board criterion #3 (such as the annual “give/get,” if appropriate).
- Insert board criterion #4 (such as identifying appropriate resources).
- Insert board criterion #5 (such as reviewing all financial statements).
- Insert board criterion #6 (such as attending program and other activities).

The following Board members served between insert beginning date and insert ending date: (Please note: if your organization is older than ten years, it might be appropriate to discuss and agree on a timeframe, which includes the founder of the organization in any case.)

Board member, board member, board member, board member, board member, board member, board member, board member, board member, board member, board member, board member, board member, board member, board member, board member, board member, board member, and board member.

Biographical information for current board members is available at: [Insert Web site link.](#)

COMMITTEES

All committees aim to achieve the goals described in **insert title of current strategic plan**. Committee Chairs determine agendas, arrange for meetings, appoint members, report progress, etc.

Executive, **Insert Name of Chair**: Meets as needed to discuss legal and other executive issues. All officers of the Board serve on the executive committee.

Program, **Insert Name of Chair**: Strategizes to achieve program benchmarks.

Finance, **Insert Name of Chair**: Oversees all financial activity including but not limited to the budgeting process, cash-flow management, investments, and the annual audit.

Resource Cultivation **Insert Name of Chair**: Cultivates resources through fund-raising activities, appeals, board member cultivation, and other developmental initiatives.

RESOURCE / ADVISORY COUNCIL

Advocates may support the organization through volunteering their time and expertise as members of one of the above committees or by serving as “resources” on the Resource / Advisory Council. Members of the Resource / Advisory Council and committee members provide expertise and advice on a limited basis and do not have the fiduciary responsibility of Board members – an excellent way to support the organization when a Board seat is not the best match.

BOARD PRIORITIES

FINANCE

Members with senior finance experience are essential to collaborate on investment activities, review financial statements, and engage in the budgeting process. Representatives from the major investment banks are particularly sought after.

ACCOUNTING

An accountant will lend expertise and resources to ensure compliance with evolving accounting laws and systems.

PUBLIC RELATIONS/MARKETING

Pro-bono representation by a public relations firm is needed to build public understanding about the essential value of **insert statement about the work of the organization**.

CORPORATE SPONSORSHIP

The Board is seeking a member to attract corporate sponsorship, make introductions to corporate philanthropies, and strategically align with corporations that prioritize **insert core program areas**.

MEDIA & ENTERTAINMENT

The organization seeks an entertainment or media representative to act as a resource for special events and public appearances.

COMPUTER SYSTEMS AND ANALYSIS

As demand on the program increases, the organization seeks expertise in this area to assess current and potential technology needs and formulate best IT practices.

HUMAN RESOURCES

As employment practices become increasingly complex, the organization is seeking expertise in human resources to guide our practices in hiring, retaining, and developing staff.

LOOKING TO THE FUTURE

Insert language about the future including the most significant goals.

NEXT STEPS

Interested in joining the **Insert Name of Organization** Board or one of its committees? Contact **Insert Contact Person, title, phone number, e-mail address.**