

Board Recruitment Packet

When cultivating an individual as a potential new board member, you should provide them with materials that they can take with them and review at their leisure. You want to give them information about your organization that will catch their interest and give them an idea of the expectations for your organization's board members.

What to Include in a Recruitment Packet

- A form letter signed by the board member who is in contact with the potential recruit
- Board annual agenda
 - Dates and times of all board meetings for the year
 - General agenda items for some or all of the meetings
- Board member agreement, contract, and/or expectations
- Recent P & L statement and/or 990
- Committee listing with descriptions/charters
- A copy of a recent newspaper article or press release about your organization's work
- A flyer about the organization