

## TOOL #2: Board Nominee Suggestion Form

Give this suggestion form to board members to help them discern who to recommend for board service.



**“For where your treasure is, there your heart will be also”** (Matt. 6:21, NIV).

“Recruit intentionally, with generosity in mind, and you’ll breathe new life into your ministry. As you ‘date’ board prospects, spiritually challenge them to become generous givers to your ministry. Explain why you need a team of highly committed givers who demonstrate through their giving where their hearts are.”<sup>1</sup>

## Recommend People for Your Prospect Pipeline That Meet the “6 D’s Criteria”

### Pray Before Prospecting

**Today . . . begin your Top-50 Prospects Prayer List.** Effective CEOs, senior pastors, board chairs, and development officers know that it takes up to 36 months to bring exceptional board prospects into the board circle.

Jim Brown, author of *The Imperfect Board Member*, writes,

The problem is, most board cultures are developed by default, not by design.<sup>2</sup>

Change that! The Lord wants you to have an extraordinary board. Imagine the potential when you energize exceptional board members who give spiritual oversight and excellent governance to your God-given mission.

Why settle for second best? Why recruit untested, uncommitted good prospects when—with prayer and hard work—the Lord could bless you with a sterling team of board members?<sup>3</sup>

<sup>1</sup> John Pearson, *Mastering the Management Buckets: 20 Critical Competencies for Leading Your Business or Nonprofit* (Ventura, CA: Regal, 2008), 191, 194.

<sup>2</sup> Jim Brown, *The Imperfect Board Member: Discovering the Seven Disciplines of Governance Excellence* (San Francisco: Jossey-Bass, 2006), 102.

<sup>3</sup> Pearson, *Mastering the Management Buckets*, 192.

## Board Nominee Suggestion Form



### Date Board Prospects Before Proposing!

8 steps for inspiring your board to recommend exceptional prospects for board service

Inspire your board members to pray and discern who—in their networks—might be possible prospects for board service. Follow these steps:

- 1. Affirm Criteria.** Establish criteria for board service (see the “6 D’s” on page 19).
- 2. Adopt the Affirmation Statement.** Adopt the “Board Member Annual Affirmation Statement” (Tool #21), and customize it for your specific board member roles and responsibilities related to the three board hats: Governance, Volunteer, Participant.
- 3. Assign Responsibilities.** Assign board recruitment responsibilities to the Governance Committee (or perhaps your Nominating Committee, or your Executive Committee). Review your bylaws and your Board Policies Manual to confirm who has primary responsibility for recruiting new board members.
- 4. View the Video.** Encourage your Governance Committee to view and discuss the video and materials in the *ECFA Governance Toolbox Series No. 1: Recruiting Board Members – Cultivation, Recruitment, Orientation, Engagement*.<sup>4</sup>
- 5. Review Recruitment Steps.** Review the seven steps in board recruitment (“dating a board prospect”) from “The Board Bucket” chapter in *Mastering the Management Buckets*.<sup>5</sup>
- 6. Suggest Names.** Inspire your board members to pray, discern, and then recommend individuals who meet the criteria for board service. Give all board members a Word document of this tool, “Board Nominee Suggestion Form.”
- 7. Keep Confidential.** Remind board members that board recruitment is a process (similar to dating!) and not to discuss board service (marriage!) with any prospects until the Governance Committee has reviewed the suggestion forms and approved any next steps.
- 8. Update the Prospect Pipeline at Every Board Meeting** Include on every board meeting’s agenda a brief report from the Governance Committee, with “The Prospect Pipeline” report—indicating where prospects and nominees are in the discerning, dating, and discussion phases. (See Tool #1, “The Pathway to the Board.”)

<sup>4</sup> *ECFA Governance Toolbox Series No. 1: Recruiting Board Members – Cultivation, Recruitment, Orientation, Engagement* (Winchester, VA: ECFAPress, 2012). Visit [www.ECFA.org/Toolbox](http://www.ECFA.org/Toolbox) and download the *Board Member Read-and-Engage Viewing Guide* and the *Facilitator Guide*.

<sup>5</sup> Pearson, *Mastering the Management Buckets*, 191–99.

**BOARD NOMINEE SUGGESTION FORM**  
**XYZ International**

(one name per form; request Word document from: \_\_\_\_\_)

Version 1.0 – This suggestion form was approved by the board on (date): \_\_\_\_\_.

MY NAME	
Date Submitted	

**ATTN: Governance Committee**

I am suggesting that the Governance Committee consider the following person for service on:

- Check one:  
 \_\_\_\_\_ (example: Advisory Council, etc.)  
 Board of Directors (3-year term, or unexpired term)

To the best of my knowledge, this person meets the criteria as described in the following documents:

- Pathway to the Board
- Board Member Annual Affirmation Statement
- “The 6 D’s” (see page 19) – Adapted from the *ECFA Governance Toolbox Series No. 1: Recruiting Board Members*

Name	
Active with XYZ? If yes, for approximately how many years?	
Spouse Name	
Home Address	
Home Phone	
Mobile Phone	
Email Address	
Employer (& City)	
Resume Highlights	<ul style="list-style-type: none"> <li>• Use bullet points here</li> <li>•</li> </ul>
Education Highlights	<ul style="list-style-type: none"> <li>• Use bullet points here</li> <li>•</li> </ul>
Describe this person’s walk with God	
Church Involvement (church name and city)	
Describe the strengths, gifts and expertise that this person would bring to the position	
Service to other boards (past and present)	

Describe this person's understanding and philosophy of governance	
Availability to faithfully attend: <ul style="list-style-type: none"> <li>• Quarterly Board Meetings</li> <li>• Committee Meetings</li> <li>• Annual Meeting</li> <li>• Other "Participant Hat" Events</li> </ul>	
Could this person (and spouse) participate in the Annual Board Retreat <b>every year</b> ?	
Could this participant meet these additional requirements? <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> </ul>	
Other Comments	

<p><b>Governance Committee</b></p> <p><b>Next Steps →</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A member of the Governance Committee will contact you for additional information, usually within 30 days.</li> <li><input checked="" type="checkbox"/> Then...the Governance Committee will prioritize the person's name on the master list of suggested names ("The Prospect Pipeline").</li> <li><input checked="" type="checkbox"/> When that name is prioritized near the top, then a member of the Governance Committee will call you about next steps (such as who will make the direct contact and when).</li> </ul>
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**IMPORTANT!**

**Please do NOT contact the suggested person directly about service on our board, until such time as the Governance Committee may ask for your involvement.** But you are encouraged—as with all members—to inspire this person to become more involved in our organization and to become a “raving fan” of our organization by inspiring others to become engaged in the ministry.

**Engagement Next Steps Might Include:**

- “Liking” our organization on Facebook—and posting “satisfied customer” comments
- Encouraging family members to participate in organizational events
- Encouraging his/her local church to participate in organizational events (and giving)
- Encouraging other strategic influencers to participate in organizational events
- Attending major organizational events
- Serving on a Focus Group, Task Force or other volunteer role

**The 6 D's Criteria:**

Board Nominees Must Meet our 6 D's Criteria <sup>7</sup>	Describe Your Observation of This Person Relative to Each of the 6 D's
<p><b>1. Discerning Decision-Maker:</b> Prior experience in making wise policy, financial, strategy and personnel decisions. (<i>Is this person competent in both hiring and firing situations?</i>)</p>	
<p><b>2. Demonstrated Passion:</b> Gives high priority to and cares deeply about our cause. (Limits board service to one or two boards at a time.)</p>	
<p><b>3. Documented Team Player:</b> Competent in group process skills, effective listener; leverages own spiritual gifts and those of others (Rom. 12, Eph. 4, 1 Cor. 12). Knows and leverages his or her strengths.</p>	
<p><b>4. Diligent and Faithful Participant:</b> Documented history of fulfilling our volunteer assignments (if applicable) on schedule and under budget. Keeps promises and keeps confidences. Inspires others.</p>	
<p><b>5. Doer: Walks the Talk!</b> Reference checks affirm a God-honoring lifestyle and character. Humble, prayerful, high integrity in all relationships. Affirms our statement of faith.</p>	
<p><b>6. Donor:</b> Because Jesus said in Matthew 6:21, "Where your treasure is, there your heart will be also," this board prospect is already a generous giver to our ministry. (Note: Many organizations define "generous" as prioritizing your organization in the Top-3 of a person's annual giving. Board members at all income levels can be generous.)</p>	
<p><b>7. *Other:</b></p>	
<p><b>*Example:</b> this person is a "raving fan" of our organization and has a significant circle of influence (large church or churches, denomination, parachurches, business community, associations/networks, etc.) that he or she will strategically leverage to bring others into our organization's circle.</p>	

<sup>7</sup> ECFA Governance Toolbox Series No. 1: Recruiting Board Members. Visit [www.ECFA.org/toolbox](http://www.ECFA.org/toolbox) and download the Board Member Read-and-Engage Viewing Guide and the Facilitator Guide.