

**Janet Perna - Process for Identifying and Vetting Potential Board Candidates –  
Draft 3/11/2026**

1. Inventory current board skills and identify gaps
  - a. Finance
  - b. Legal
  - c. Fund Raising
  - d. Education
  - e. Strategy Development
  - f. Other
2. Board and Staff will Identify and Cultivate Potential Prospects from people we know and engage them to serve on committees (these could be board committees or program committees like Golden Apple, Mentee Selection, Grant Review, etc. The Board Development Committee should review the prospect list as least once a quarter.
  - a. Volunteers
  - b. Donors
  - c. Partner Organizations
  - d. Community Leaders
  - e. Other
3. When a strong prospect is identified, schedule a “getting to know you session” with the Board Chair or Board Development Chair to explore their interest, passion for the mission, and whether they would have the time to serve. This should be a fairly informal meeting or a phone call.
4. If there is mutual interest, there is a structured interview scheduled (virtually or in person) between the prospect and members of the Board Development Committee where there is an opportunity to ask a structured set of questions and for the prospect to ask any questions that they might have. Following this meeting, the Board Development Committee will decide whether to move forward and bring this nomination to the full board. They will also contact the prospect and ask them if they are still interested in serving and let them know that we would like to nominate them for a term beginning mm/yyyy at our board meeting scheduled for mm/dd/yyyy. If the Board Development Committee doesn’t want to move forward with the candidate (I haven’t seen this happen) , the chair of the Board Development Committee will thank the prospect for their support and interest, etc. If the prospect is no longer interested, usually because of time constraints, the Board Development Chair will thank them for their time and support and ask them whether they’d like to be considered in the future.
5. Once the prospect is approved by the full board, they are assigned a mentor to help orient them to the board and are given a committee assignment.