



NATIONAL CENTER FOR
FAMILY PHILANTHROPY

Family Giving Online Knowledge Center Sample Forms, Checklists, and Policies

TITLE: Process for Selecting Nonfamily Trustees

SOURCE: Mary Reynolds Babcock Foundation

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PROCESS FOR SELECTING NONFAMILY TRUSTEES

- 1) Answer the question: "What do we want our foundation's board to be like? What skills, characteristics, knowledge, and experiences do we want in the group as a whole?" Using its answers to this question, the board then analyzes what is missing on the current board, decides specific criteria for Directors to be recruited, and agrees on examples of the types of people for whom to search. (Done by the full board at a regular board meeting.)
- 2) Conduct a broad search for candidates who fit the criteria.
 - a) Send an invitation letter to a variety of resources to get recommendations of people who fit the criteria.
 - b) Solicit names regularly, at least once a year, from current Directors.
 - c) Develop a network of resource people who are involved in effective community change (including some of our current grant recipients) from whom we can request names of candidates who fit our stated criteria.
 - d) Staff follows up recommendations with requests for vitae and compiles a database.
- 3) Circulate the list of candidates and vitae material to all Directors.
- 4) Review candidates and choose a few to interview. (Done by the full board at a regular board meeting.)
- 5) Interview candidates. (Done by Nominating Committee).
- 6) Nominating Committee nominates Directors for election at the annual Members Meeting.

Every two-to-three years, revisit the make-up of the board and specific criteria for new members (#1 above), making adjustments in the search criteria as necessary.