



Process Timeline

1 wk from agency posting

- Agencies with board opportunities complete online posting form.
- Posting reviewed and approved by CVNL staff.

2 wks from agency posting

- Prospective board candidate completes the online candidate application and uploads his/her resume online.

3 wks from candidate application

- BoardMatch coordinator has discussion with the ED/Board Chair of each posted opportunity to discuss the organization's particular needs, board style, dynamics, etc.
- BoardMatch coordinator reviews the prospective candidate's application and resume and follows up with either a phone or in-person interview with the candidate.
- Based on the preferences/areas of interest of prospective candidate, and the needs/areas of focus of agencies with board opportunities, BoardMatch coordinator identifies potential agency matches for prospective candidate.

4 wks from candidate application

- BoardMatch coordinator emails the prospective candidate with 2 – 4 potential agency matches.
- Candidate reviews the matches and emails back to the coordinator which agency boards, if any, they are interested in pursuing. They also give their permission to release their application and resume to the agencies in which they are interested.

5 wks from candidate application

- Agencies identified by the candidate are sent his/her application and resume. Agencies then advise BoardMatch if they wish to pursue the candidate. If so, the agency ED will contact the candidate and start the process of interviewing the candidate. If agencies are not interested in the candidate, BoardMatch coordinator advises the candidate.
- BoardMatch coordinator stays in touch with the candidate and selected agencies throughout the process. If the initial matches do not result in placement of the candidate on a board, the coordinator continues to work with the candidate until an appropriate placement is made.

8 – 12 wks from candidate application

- Board placement made
- EDs are contacted quarterly, reminding them to post board opportunities on BoardMatch, and asking those who already have postings on line to update them if details have changed, or remove the posting if there are no current board opportunities.