



Frequently Asked Questions Nonprofit Agencies Posting a Board Opportunity



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- 1. What is the relationship between our nonprofit agency and BoardMatch?**
 - BoardMatch is a free service available to all nonprofits that are members of CVNL.
- 2. Why should we use BoardMatch instead of using agency and current board contacts as sources for potential candidates?**
 - You should continue to use your own agency and board contacts as sources for potential board members. BoardMatch is an additional resource that you can use to expand the pool of prospective board members you are considering. It is a good idea to have as broad a pool as possible and not limit your future board members only to those who already have ties with your nonprofit and/or your current board members.
- 3. Will we be able to screen candidates referred by BoardMatch and decide whether or not they are a good fit, or are we obliged to take all candidates submitted to us?**
 - You will have complete discretion over which candidates you would like to interview, put through the assessment process and eventually invite to join the board. You can decide not to pursue a prospective candidate who has been referred to you at any point in the BoardMatch process.
 - If BoardMatch has provided you with an application and resume from a prospective board member and you are not interested in interviewing that individual, then you just let BoardMatch know and we will advise the individual that your agency isn't a good fit. If you decide that a candidate is not a good fit after you have begun the interview/assessment process, then it is your responsibility to notify the candidate that he/she is not a good fit.
- 4. Do we have to interview every candidate submitted to us?**
 - No. You can decide whether or not to interview a candidate based on the application and resume provided.
- 5. If we decide that a candidate is not a good match, either when we review their resume or after the interview process, what do we do?**
 - If you decide not to pursue a candidate after reviewing their resume and application – and before calling them in for an interview, then just notify BoardMatch and we will let the candidate know that your agency will not be pursuing him/her as a potential board candidate.
 - If you have already spoken with the candidate, and/or begun the interview/assessment process, then you must notify the candidate that you have decided not to pursue their candidacy for a board position.



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6. If we are looking for special skills for our board (ex., legal, finance, etc.), will BoardMatch recruit people with these specific skills?

- Yes. BoardMatch recruits potential board candidates with a wide variety of skills and backgrounds. We will refer to you the ones who have the particular experience/talent you have indicated you need.

7. How long does the process take?

- The process generally takes two to three months (See the “BoardMatch Process & Timeline” (link) page on this website).
- After an individual has applied for a possible board position on the BoardMatch website, we meet individually with them (usually in person, but sometimes by phone). Once we have a good idea about their backgrounds and interests, we review the needs of agencies that have listed their board opportunities with us and identify two or three agencies that might be a good match for them.
- We then email the candidate a list of these agencies and ask them to let us know if they have an interest in any or all of them. They then give their permission for us to forward their applications and resumes to the nonprofits of interest.
- Once you have reviewed the application and resume of a potential candidate and decided that you are interested in pursuing them, the timeline depends largely on the availability of your selection team and that of the candidate to meet.
- In addition to having the ED and various board members meet with the candidate to determine suitability, if you are interested in having someone join your board, you should have them attend one or two board meetings so they can get a feel for how it operates.

8. How does BoardMatch recruit potential board candidates?

- By contacting and/or making presentations at local:
 - mid- to large sized companies
 - professional organizations
 - networking groups
 - community organizations
 - clubs/interest groups
 - queries from the website

9. Does BoardMatch require a candidate to have previous board experience in order to participate in the program?

- No, previous experience is not required to sign up with BoardMatch as a candidate.
- However, if your nonprofit specifies that you only want people with prior board experience on your board, BoardMatch will screen for this and only refer candidates with prior board experience to you.



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10. What should we, as an agency, be looking for in board candidates?

- Different agencies have different needs based on their mission, size, phase of development, funding sources, etc.
- Probably the most important characteristic of any board member, regardless of agency size and mission, is a strong interest in the agency's services and the population served. Closely related to that quality is the ability to convey the organization's goals and needs to friends, colleagues and others in the community.

11. Does BoardMatch do reference checks on potential board members?

- No. BoardMatch does not do reference checks. We strongly recommend that agencies do reference checks before asking someone to join a board. This should only be done as the final step, once all the other assessment/interviewing steps have been completed and before a formal invitation to join has been made.