

San Francisco Shakespeare Festival: Board Member Recruitment Process

Introductions

– Provide basic information on SF Shakes, and determine prospect's interest in Board membership & SF Shakes

Provide initial information materials:

- Basic Board Responsibilities
- Overview of Festival Programs (2021 program summary, website)
- Board of Directors, Staff, Resident & Teaching Artists (website)
- Sample Board Profile

Preliminary Phase – Determine prospect's viability as a Board Candidate

- ☐ Attend at least two Festival program events, and become familiar with all programs
- ☐ Meet at least two Board members, on two separate occasions
- ☐ Receive and review:
 - prior year's Board minutes
 - summary of prior year's programs
 - antiracism and accountability [updates](#)
 - current financials and prior year audit
 - current committee lists
- ☐ Meet with Executive Director (can be in conjunction with meetings with Board members)
- ☐ Complete and deliver a Board Profile (to be circulated to full Board for review)

Secondary Phase – Determine Board Candidate's Strategic Fit with Board's Goals

- ☐ During an in-person meeting, the candidate and Board member review and discuss:
 - Discuss how the candidate would support the organization in the 1st year
 - Determine what committee the candidate might join
 - Board Calendar, discuss time commitment (including commitment to all-day November retreat)
- ☐ Visit and tour Festival offices
- ☐ Attend portion of Board meeting as a guest

Invitation – Board considers inviting Candidate to Join SF Shakes Board of Directors

- ☐ Board votes to invite candidate to join the Board
- ☐ Board determines which member will extend the invitation, this member calls, speaks directly to candidate, explains why inviting to join, asks if any questions or reservations
- ☐ Board member report invitation responses to full Board and Executive Director
- ☐ Board member extends welcome to new Board member via group email
- ☐ Staff follows up with new Board member to determine logistics

On-Boarding – New Board members become active members of SF Shakes Board of Directors

- ☐ Board members meet with new board members prior to next Board meeting
- ☐ New Board members join committees
- ☐ Current and new Board members join staff for events and programming

While there is no prescribed length of time, the typical board recruitment process takes place over two to three month