Referral And Information Sheet

FOR POTENTIAL BOARD MEMBERS

CONFIDENTIAL

Please complete this form to the best of your ability for each individual recommended for consideration as a prospective board candidate.

Please DO NOT ask these questions of the candidate lest the nominee believe they are a final candidate.

A member of the Governance Committee may contact you to ask for suggestions about the best approach in cultivating and recruiting the individual(s) you have listed.

|  |  |  |  |
| --- | --- | --- | --- |
| Recommended by: |  | Date: |  |

|  |  |
| --- | --- |
| Name of prospective board candidate: |  |
| Title (if applicable): |  |
| Organization/Location: |  |
| Home Address: |  |
| City, State, Zip: |  |
| Phone: |  |

Please provide the following information about this individual.

|  |  |
| --- | --- |
| Special Skills/Interests: |  |
|  |  |
| Professional Background: |  |
|  |  |
| Education: |  |
|  |  |
| Personal Characteristics: |  |
|  |  |
| Other board experience: |  |
|  |  |
| Please let us know why you think this person would be a good addition to the Board: |  |

The Governance Committee is seeking to continually build a board which includes individuals with a wide range of talents, experience and with diverse connections to all sectors and constituents.

Please fill out your response to this candidate’s experience in the following areas:

|  |  |  |
| --- | --- | --- |
| Skills/knowledge which particularly apply to this candidate | Very Experienced | Some Experience |
| Board development (recruitment, training, evaluation) |  |  |
| Communication, public relations, marketing |  |  |
| Financial management and control |  |  |
| Development/capital campaigns |  |  |
| Information technology |  |  |
| Law |  |  |
| Business experience |  |  |
| Leadership attributes |  |  |
| Media |  |  |
| Policy development |  |  |
| Governance |  |  |
| Advocacy |  |  |
| Membership |  |  |
| Strategic planning |  |  |
| Other |  |  |

Do you know which areas this person hopes to contribute to as a Board member?

If you have a resume for this individual, please attach it.

Return this form to the Chair of the Governance Committee.