

Board Recruitment Toolkit Checklist

You have an upcoming vacancy on your board. What next?

- Step 1:** Identify a board member or board members (subcommittee) to drive the process. Establish criteria for board composition, identify gaps or needs, create recruiting priorities and identify potential candidates through [Skills Gap Identification](#).
- Step 2:** Presenting candidate to the board.
 1. Distribute resume to all board members for discussion at board meeting.
 2. Have candidate attend board meeting, if possible.
 3. If candidate attends meeting, ask [Board Candidate Interview Questions](#).
- Step 3:** Board takes action to recommend to GVSU the appointment of candidate.
- Step 4:** GVSU School Consultant meets with candidate to learn about them and educating them about charters, roles, and responsibilities. School Consultant confirms [US Citizenship and MI Residency](#).
- Step 5:** Candidate completes the GVSU [new board member application](#). GVSU completes background check on candidate.
- Step 6:** GVSU Board of Trustees approves new board member at quarterly meeting.
- Step 7:** New Board member and Board President receive congratulations letter with instructions to complete New Board Member Orientation.
- Step 8:** New Board member takes Oath of Office at next Board meeting.
- Step 9:** New Board Member On-boarding.
 1. Assign board member mentor to new board member for questions.
 2. Complete and share [5 Things You Should Know About My School](#).
 3. Share [Board Member Role Description](#).
 4. Mentor shows new board members how to navigate [GVSU Website](#) to find the school's charter contract and School Performance Report.



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