

[Annotated] Guidelines for RSVP Board Selection and Progress Monitoring

Goal:

To create an RSVP of Dane County Board that is strong and effective and provides satisfying experiences to its members.

Identifying Prospects

Prospects can be found in a variety of ways. Preferably, they will have participated in an RSVP Board committee, and/or be active in RSVP projects. They may be proposed by current Board or staff members, project contacts or other members of the community. Finally, they may self-identify, proposing their interest in becoming an RSVP Board member should a vacancy appear.

We seek RSVP Board members from diverse segments of our community. We seek persons knowledgeable of the human and social needs of the community, who are competent in community service and volunteerism. Board members should be capable of helping RSVP of Dane County meet its administrative and program responsibilities including project assessment, fund-raising, publicity and data reporting requirements. Finally, they should have an appreciation of the capabilities of older adults.

Recruiting Prospects

A person identified as a prospective RSVP Board member will be contacted by the Board President or designee or Chair of the Nominating Committee, and asked if they are interested in participating. We will explain what RSVP Board membership entails, including attendance at Board meetings and RSVP events as well as participating in fundraising activities of the organization. If it appears that our needs and the prospect's interests are a match, the RSVP Nominating Committee will nominate the prospect for membership at the next Board meeting if there is an immediate opening, or at the RSVP Annual Board meeting.

Training of New RSVP Board Member

The Board President or designee and the Executive Director or designee will familiarize new members with expectations of RSVP Board participation and with the organization and operation of RSVP and its programs. They will be given an RSVP Board manual and any other relevant documents. These will be discussed in the orientation and any questions answered.

Ensuring the Effectiveness and Satisfaction of RSVP Board Members

We hope that RSVP Board members view Board participation as an important priority. This requires regular meeting attendance and participation in events, and helping RSVP of Dane County achieve its financial goals. If situations arise that make that priority unworkable for the volunteer or the organization, the Board President or designee will meet with that Board member to determine whether RSVP Board membership is a good fit for them.

We also want Board participation to be satisfying to the member. The Board President or designee will annually poll RSVP Board members to determine their satisfaction with serving on the Board and solicit suggestions for improving that experience. If a member expresses dissatisfaction with Board membership the Board President or designee will meet with him or her to determine the cause of the

dissatisfaction and seek to remedy it if possible.

Functionality:

When mid-term vacancies occur on the RSVP Board, the President and/or Executive Director works with the Nominating Committee to find a replacement.

In April (2 months before the RSVP Annual Meeting, the Nominating Committee Chair contacts RSVP Board members whose terms are ending in June. If they wish to continue, the Chair includes their name(s) on the list for re-appointment at the June meeting. If they do not wish to continue, the Nominations Chair goes through the process above to find new RSVP Board members for appointment.

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All edits removed on 1/19/17 per request. RSVP added before many of the 'Boards' DW

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