



Volunteer Leadership Nominating and Recruiting Process

Step 1 - Identify Prospective Volunteer Leadership Candidate

Identify prospective candidate for a volunteer leadership role on the Market Board, Major event committee such as March for Babies or Signature Chefs Auction.

Step 2 - Assess Candidate for Board Membership or Event Leadership Position

Does the candidate meet the selection criteria?

- CEO level or community equivalent
- Business/social leaders
- Individuals with diverse networks, skills and spheres of influence
- Strategic thinkers
- Willing and able to fulfill position responsibilities and bring significant resources to advance the mission
- Individuals from diverse backgrounds

Step 3 – Present Candidate’s Credentials to Nominating and Recruiting Committee Chair

Nominator completes Nominating Form, using CRM data/other sources to articulate candidate’s qualifications for board membership, or other leadership position, including recommendation. Discuss with staff partner any past March of Dimes interactions with this candidate. Nominator arranges for a discussion with the Nominating and Recruiting Committee Chair.

Step 4 - Review Candidate’s Credentials and Determine How to Proceed

After reviewing the candidate’s credentials, determine whether the candidate meets selection criteria. If so, provide all Nominating and Recruiting Committee members with candidate information.

Step 5 - Set Up Meeting with Candidate

Set up a face-to-face meeting with the candidate and a member of the Nominating and Recruiting Committee. Include standing other volunteers and staff as appropriate.

Step 6 - Meet with Candidate

Meet in person with the candidate to have a dialogue about the March of Dimes mission, including market and national initiatives, market vision and volunteer position responsibilities and expectations. Determine candidate’s interest and availability. Following meeting, add additional information to Nominating Form, to complete candidate profile.

Step 7 - Meet to Determine Next Steps and Board Action

Nominating and Recruiting Chair conducts a debrief meeting with other committee/board members who participated in the candidate nominating meeting. Arrange for board vote.

Step 8 – Notify Candidate and Plan for Orientation and Onboarding

After agreement is reached on whether or not to offer candidate a position, make plans to communicate the decision to the candidate. Determine who will notify candidate, provide orientation and onboarding, mentor as appropriate and introduce new member to existing board or committee.