Board Development Procedure

Board Recruitment

The Vice President will be the "point person" for board members and staff to refer to for board recruitment.

1. Staff prepares a list of potential board members based on referrals and recommendations. (Ongoing)
2. The Executive Committee or an ad-hoc committee will review the list of referrals and recommendations along with the current board matrix. From this list, individuals will be recommended for interviews. When considering which potential board members to interview, the diversity and inclusivity of the board makeup will be considered. (January-February)
3. The executive director and a current board member will meet with the recruit to interview their interest and experience. They will also share information about the foundation and expectations for board members. (February-March)
4. Based on the outcome of the interview, recruits will be invited to complete an application to join the board. (March)
5. The Executive Committee will review the applications received. The committee will then recommend new board members to the full board for approval. (April)
6. The full board will review the recommended applications and approve new members. (May)
7. New members will be invited to the June board meeting, their terms will begin in July of each year. A new board member orientation will take place in August.

Onboarding New Members

1. Each new member will be onboarded with an orientation packet and campus tour. The packet will be provided at the orientation meeting in August, after which the tour will take place.
2. The orientation meeting will be held primarily for new members but all board members are welcome to attend. The presentation content will include the foundation board president, WVC president, available WVC executive cabinet, and a campus tour.
    a. The orientation packet will include a welcome letter, board member commitment form, code of ethics (includes conflict of interest disclosure and consent to electronic notification), WVC Foundation name badge, and WVC parking pass.

At-Large Member Selection & Approval

1. The full board will be informed of vacant at-large positions by January. Board members interested in volunteering for an at-large position should notify the president or executive director. Board members may also be recommended to the executive committee.
2. Interested members and recommended members will be reviewed by the president and the executive director. It is recommended that Executive Committee members have one year of experience on the board.
3. The president will contact the potential members to assess availability and interest then make a recommendation to the executive committee.

4. The executive committee will review the at-large candidates and make a recommendation to the board.
5. The board of directors will review and approve the at-large member recommendation as a part of the annual slate.

Succession of Officers (President, Vice President, Secretary/Treasurer)

1. It is recommended for a board member to serve at least one year as an at-large member before being approved as an officer.
2. Officers will be elected for 1-year terms as a part of the annual slate.
3. The President and Vice President will not serve more than two consecutive 1-year terms.
4. A former officer who has withdrawn from the Executive Committee can become an at-large member or officer after a period of one year.

Board Relations

1. Board members should always abide by the Wenatchee Valley College Foundation Code of Ethics, which must be signed on an annual basis. The conflict of interest includes a disclosure of conflicts of interest.
2. Board members with questions regarding their term should contact the president or vice president of the board. This includes questions about renewal, becoming an at-large member, becoming a committee chair, or resignation.
3. Board members with concerns regarding their fellow members should contact the president or vice president of the board. Concerns should relate to the code of ethics.
4. Board members with concerns regarding foundation staff members should contact the Executive Director. If the concern is regarding the Executive Director, the member should contact the president or vice president of the board. Concerns should relate to professional performance or the code of ethics. If necessary, an executive session, which will include the WVC president, can be held to discuss staff performance.

Annual Slate

At the June meeting each year, the board of directors will review the slate for the following year. The slate will include:

1. Executive committee officers
2. Executive committee at-large members
3. Renewing board members
4. Committee chairs
5. Concluding board members
6. New board members