

STRONG PARKS, STRONG COMMUNITIES

Tool 2B: Board Development Work Plan

TASK	TIMELINE	WHO LEADS?
Recruit new members and officers		
Examine current board profile and identify desired skills, knowledge, and relationships for new members		
Define recruiting process: contacts, application, interview, selection		
Prepare recruiting materials: board application, position description, board agreement, organizational materials		
Identify prospects, vet with Superintendent, arrange initial contacts, and schedule interviews		
Develop board recommendations / nominations		
Create officer descriptions		
Contact officer prospects		
Develop officer recommendations		
Vote on candidates and elect officers		
Orientation and training		
Determine orientation process		
Create board member handbook		
Schedule orientation dates		
Identify skill / knowledge gaps and interests		
Create training calendar		
Evaluation and recognition		
Define evaluation process		
Evaluate each board member's contributions to the board and the board's contribution to individual members		
Discuss recognition activities to thank leaders for service		