



Strategic Board Development Process

Fayetteville Free Library Approved 2011

The FFL board will perform a skills assessment each time a vacancy occurs or a term is expiring clearly identifying the skills and qualities the board is looking for and equally important, what the board is not looking for. This is a regular meeting, full board activity.

1. A notice is placed at the FFL circulation desk, in the FFL newsletter and on the FFL web site when there are or when we anticipate FFL board vacancies. This notice clearly instructs interested parties to forward a letter of interest and resume to the FFL to the attention of the ED via email or regular mail. Board members will follow the strategic development process when they identify a prospect by informing the individual to forward a letter of interest and resume to the FFL to attention of the ED via email or regular mail.
2. The ED, will receive, record and discuss all prospect letters received by the FFL with the President.
3. The ED will forward the FFL letter of introduction to interested individuals.
4. The ED will prepare a form letter for interested individuals that the board declines to interview.
5. The ED will Schedule a formal meeting between the ED and a prospect. A formal packet of introductory materials will be shared. The ED will provide an overview of the library and provide information so that the prospect has the information he/she needs to decide whether or not to pursue the opportunity.
6. The ED will forward the prospect submitted letter of interest and discuss the prospect in a meeting with the President. The president will follow up with the board in a regular board meeting to determine if an interview with the full board will be scheduled. The interview will take place at a time and date that is mutually convenient for the board and the prospect.
7. The board will discuss the prospect and if agreed, will nominate the individual to:
Fill and advance a vacated term if one is available to be filled
Or
Be nominated as a new board member at the annual meeting in ~~May~~ March
Or
Will decline the prospect.