

Board Member Recruitment Policy

The Bergen County Workforce Development Board has a three step process for recruiting Board Members. Current Board Members and community volunteers are encouraged to refer interested individuals to the Executive Director, who is the single point of contact for Board Development. The three step process is as follows:

Step 1: Define Needs

The Executive Director will regularly review the membership with mandated membership in mind, to identify vacancies and needs. Particular attention will be paid to skill sets that may be lacking, in order to round out the Board's framework. To ensure an effective, highly functioning board, roles and expectations for Board Members are clearly defined.

Step 2: Find candidates

The Executive Director will maintain a list of potential candidates throughout the year. These individuals will fill out a Board Application form. Referrals can come from existing Board Members, the local business community, and such other sources deemed appropriate. When a particular need arises during the year, the Executive Director will review that information and begin screening those candidates. If there are no suitable candidates, the Executive Director and Executive Committee will reach out to their networks.

Step 3: Screening and selection

Application form:

The Application Form (located on the WDB website) gathers and collects information about each applicant. Although Board Members may refer or recruit colleagues or friends, it is important that all candidates or prospects go through the full, three step process, beginning with filling out the application, to ensure consistency and to avoid any actual or potential conflicts of interest and the appearance of favoritism. All interested candidates must submit a current resume.

Screening/interview process:

Once applications have been reviewed, potential candidates will be screened by the Executive Director for possible interview, to see if there is a proper fit. Screening practices play a critical role for organizations in fulfilling their moral, legal, and ethical responsibilities to all those they reach, including members, clients, participants, employees, and volunteers. The benefits of screening are threefold:

- To better match an individual's skills and experience to the needs and opportunities in the organization;
- To improve the quality and safety of programs and services in the community;

- To reduce the risks and liability for both the individual and the organization.

Holding an interview with potential candidates offers an opportunity to discuss the role and find out about the candidate's background, skills, interests, qualifications, personal goals. It also can determine whether the person is a good fit for the Board team, and the organization as a whole. Candidates will be interviewed by the Executive Director and at least one other Board Member.

Selection:

The final step in the screening process is for the Executive Director to choose one or more finalists from among the candidates, and make a referral or referrals to the Executive Committee. Once the Executive Committee approves a candidate, the prospective Board Member then goes through the formal process detailed in the WDB By-Laws.