

**Santa Fe Conservation Trust**

**BOARD MEMBER RECRUITMENT & ORIENTATION PROCEDURES**

**Adopted on: April \_\_, 2018**

**Purpose:** To describe how new Board members are identified, vetted, recruited, elected and trained in accordance with Santa Fe Conservation Trust (SFCT) Bylaws and Land Trust Alliance Guidelines to become members of the SFCT Board of Directors.

**Methodology and procedures:**

The SFCT Governance and Nominating Committee has primary responsibility for identifying, vetting and nominating new Board members. This committee works with the Board Chair and Executive Director to ensure each new Board member receives adequate orientation and training for their new role with SFCT.

**A. Recruitment:**

To fulfill its responsibilities and duties in this area, the Governance and Nominating Committee does the following each year:

- 1) Makes recommendations regarding the size and composition of the Board, addressing without limitation:
  - a. The absolute numbers of Board members (per Bylaws, minimum of 7 members and maximum of 21), and
  - b. The structure of committees formed by the Board.
- 2) Identifies strong and capable individuals believed to be qualified candidates for Board membership, evaluate such individuals, and recommend selected nominees to the Board. In doing so, the Committee shall be authorized to, without limitation:
  - a. Determine the desired qualifications and criteria for Board members, including relevant knowledge, skills, experience, qualities, desired diversity and other needs,
  - b. Oversee due diligence as to candidates for nomination or re-nomination as Board members:
    - i. Meet with prospective Board members to discuss expectations and duties, provide background materials and information about the SFCT mission and history, and answer any questions they may have,
    - ii. Report to the full Board periodically during the year to obtain input, discuss talent and diversity needs, and potential candidate names,
  - d. Submit list of recommended candidates to the Board of Director at least ten (10) day prior to the SFCT Annual Board Meeting, pursuant to the Bylaws, and

e. Ensure that the slate of recommended Board candidates is voted upon at the Annual Board Meeting, usually in December of each year.

**B. Orientation:**

1) Orientation of new Board members ensures that each new member of the Board has the appropriate information and materials to become an active member of the Board upon their election to the Board.

a. New Board members are elected annually at the Annual Meeting, generally held in December of each year.

b. A Board Orientation Packet is sent to both new and current members, usually in January of each year. In addition, the Board Chair and Executive Director meet with newly elected Board members shortly after their election and prior to the Annual Retreat (usually held in late January or early February each year) to review these documents. The Board Orientation Packet contains the following information and materials:

**About SFCT:**

SFCT Mission and Vision Statements

SFCT Program Descriptions

SFCT Annual Events

SFCT History

SFCT Timeline

SFCT Land Conservation Overview

Approximate Costs for Doing a Conservation Easement

SFCT Easement List through the end of the previous year

**Board Related:**

Board and Staff Roster

Board Bios and Photos

Board Member Responsibilities

Duties of Officers

Committee Overview

SFCT Committee Responsibilities

SFCT Bylaws

**Forms:**

Board Member Information Form

Conflict of Interest Form

SFCT Board Pledge Form

**Financial:**

The most up to date Approved Budget

The most recent Approved Audit

c. At the Annual Meeting, ALL Board members are reminded of the fiduciary oversight responsibilities of the Board of Directors. Each is asked to review and sign SFCT's Conflict of Interest Policy and Procedures form annually.

Approved on the 24 day of April, 2018

A handwritten signature in black ink, appearing to read 'Sandra Massengill', written over a horizontal line.

Sandra Massengill, Secretary

