



# BoardBuild

Strengthening boards.  
Shaping communities.

## BoardBuild Board Directors Prospectus 2022-2023

A world where diverse, trained leaders and organizations can unite and foster strong communities in which to work, play, and grow.

Board Development Systems, Inc. dba BoardBuild  
1500 N. Main Street, Suite 200, Fort Worth, TX 76164

Greetings,

On behalf of Board Development Systems, Inc (dba, BoardBuild) I thank you for your interest and commitment to the board member selection process. The work of the board of directors is essential to the future success of BoardBuild. The Board Development Committee is responsible for:

- establishing annual nominating priorities;
- conducting outreach to identify potential candidates to apply;
- screening and evaluating applicants;
- recommending a single slate of candidates for election.

As part of the outreach process the Board Development Committee has created this Prospectus about service on BoardBuild's board of directors. This prospectus outlines the nominating priorities that have been established for the 2021 nominating cycle and the roles and responsibilities of board members. It also includes an overview of BoardBuild's purpose and tenets, as expressed through our mission, core values, and vision statement. We hope that review of this prospectus gives you a good understanding about what is involved in serving on BoardBuild's board and a good idea of what to expect from our nominating process and priorities. Please take the time to review this document and let us know if you have questions.

Sincerely,

*Gregory Melsen*

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Chair, Board Development Committee



# BOARD DEVELOPMENT SYSTEMS, INC.

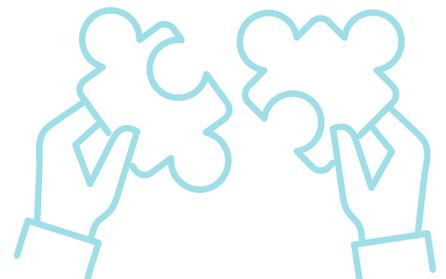
## *Statement of Board Nominating Priorities for 2022*

The Board Development Committee (“BDC”) takes into account a variety of factors in selecting candidates to be nominated to the Board of Directors of BoardBuild. On an ongoing basis, the BDC reviews the current composition of the board, considers future needs, and sets priorities for the current nominating cycle. While other individuals may be considered for nomination, outreach will be conducted to identify candidates and preference will be given to candidates that meet one or more of the Nominating Priorities. Board candidates that are not a good fit for the current nominating cycle are maintained on an interest list for possible future consideration.

### *Priority Factors*

BoardBuild’s mission is to strengthen communities through the training and matching of community leaders with nonprofit boards. We are committed to ensuring a diverse, culturally competent organization that can respond effectively to the changing needs of the nonprofit sector. The candidate will help to make BoardBuild’s board more representative of the community the organization serves in one or more of the following ways:

- The candidate identifies as:
  - Asian
  - Black or African American
  - Hispanic or Latinx
  - Multiracial
- The candidate is under the age of 50 years old.
- The candidate identifies as a person with a physical disability.



- The candidate has knowledge, skills, or expertise, as a professional, in one or more of the following subject areas:
  - Business Development
  - Corporate Social Responsibility
  - Entrepreneurship
  - Fundraising
  - Marketing
  - Nonprofit law
  - Technology
- The candidate has the capacity to annually provide a personal charitable contribution to BoardBuild in an amount that is personally significant.
- The candidate is a senior-level executive with a company that has a corporate social responsibility initiative.

### **Other Factors**

In addition to the above priority considerations, the BDC also considers the following factors in selecting persons to be nominated for election to the Board of Directors.

- We seek to maintain gender balance.
- We include members who live and work throughout the country.

### **Qualifications to be a Board Member**

To serve on the board, an individual must be BoardBuild certified having completed the Essentials of Nonprofit Board Governance training. A nominee who is not currently BoardBuild certified may register for the course at BoardBuild.org and must complete the training prior to board appointment.





## ***About Serving on the Board of Directors***

The Board Development Committee is seeking candidates that believe in and will actively support the mission, core values, and vision of BoardBuild. The Board of Directors also adopted two statements defining the roles and responsibilities of the Board, as a whole, and of individual board members. This information is provided below to assist individuals in understanding what is involved in board service.

### ***Mission Statement***

To strengthen communities through the training and matching of emerging and established leaders with nonprofit boards.

### ***Vision Statement***

A world where diverse, trained leaders and organizations can unite and foster strong communities in which to work, play and grow.

### ***Brand Promise***

To provide an innovative platform for emerging and established leaders and nonprofit organizations to connect and form board-level relationships.

### ***Brand Values***

- Leadership
- Community Trusteeship
- Innovation
- Diversity

In January 2022, the board of directors developed a 12-month Action Plan to guide the organization's strategic and operational plans as we continue to cautiously move through a post-pandemic period.

### **Strategic Plan**



## ***Roles and Responsibilities of the Board of Directors***

As reinforced to you in the BoardBuild training course, the Board of Directors plays an essential role in the success of a nonprofit organization. Specifically, the BoardBuild board is responsible for overseeing the finances, executive performance, legal compliance, and risk management.

Additionally, you are responsible for:

- Making an annual contribution to BoardBuild
- Sharing and engaging your networks
- Meeting with targeted individuals to discuss the organization and seek financial support (with the CEO)

## ***Individual Responsibilities of Board Members***

Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- Making attendance at all meetings of the board a high priority.
- Being prepared to discuss the issues and business on the agenda and having read all background material relevant to the topics at hand.
- Cooperating with and respecting the opinions of fellow board members, and leaving personal prejudices out of all board discussions, as well as supporting actions of the board even when the board member personally did not support the action taken.
- Putting the interests of the organization above personal interests.
- Representing the organization in a positive and supportive manner, at all times, and in all places.
- Showing respect and courteous conduct in all board and committee meetings.
- Refraining from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with board policy.
- Observing established lines of communication and directing requests for information or assistance to the CEO.
- Annually provide a personal charitable contribution to BoardBuild in an amount that is personally significant.

## *Board Meetings*

Current board meetings occur monthly on the third Friday of each month from 10 to 11:30 am. Board meetings will be virtual by WebEx. An in-person annual meeting or board retreat may be planned in the future as agreed upon by all board members.

