

Interview Guide for Board Candidates

Candidate: _____

Scale: 5 – High / 3 – Average / 1 – Low

Questions	Comments	Score
1. Tell us a bit about yourself; current profession, occupation, interests?		(no score)
2. Summarize your understanding of the mission and values of the org. and how you support these.		(yes or no, no score)
3. Have you been involved with the org. or other similar programs or organizations? a) Length of association b) Scope of involvement		Scale 1-5
4. a. What is your previous experience on a Board of Directors of a voluntary organization? b. Was it a policy-making Board? c. What were the duties and responsibilities of the Board? d. Describe your experiences in Board policy development and strategic thinking. e. Based on those experiences, what do you see as the challenges of working in the longer term? f. What do you see as the differences between the roles of Board and Staff?		Scale 1-5
5. What is your understanding of roles and responsibilities of a Board Member? a. Vision		Scale 1-5

<ul style="list-style-type: none"> b. Delegate operations to staff c. Policy development d. Accountability to community e. Monitoring f. Community links 		
<p>6. What special knowledge, skills or experience do you have which would assist in board decision making?</p> <p>What do you think would be your particular contribution to the good governance of the organization?</p>		Scale 1 –5
<p>7. Are you able to devote the time and effort necessary?</p> <p>Discuss monthly time commitment: 3 hours Board; 1-2 hours reading; Committees 3-6 hours; special events 3 hours</p>		Scale 1-5
<p>8. Fundraising, as defined in the Board Job Description, is an important part of our work. As a Board Member, how do you think you might be able to enhance this aspect of our work?</p>		Scale 1-5
<p>9. Please speak to your views on diversity:</p> <ul style="list-style-type: none"> a. How you define diversity and your experience in working with it. b. How you see diversity working within the organization. c. Based on your perception of the organization and diversity, how would you address that issue at the Board table? d. What strengths do you have that would enhance the diversity of 		Scale 1-5

the Board?		
10. What is your understanding of the organizations current opportunities? What is exciting to you about this work?		Scale 1-5
Other Comments:		