

Sonoma Valley Fund

Governance Goals and Activities for 2015 – 2016

1. **GOAL:** Conformity of board policies and practices with known nonprofit board best practices and actual SVF board actions.
ACTIVITY: Review and revise, if needed, current policies and practices. Suggest additional policies, as appropriate.
2. **GOAL:** Developing a board bench list that is a living document, and useful to SVF over the long term.
ACTIVITY: Build board candidate bench and develop collateral materials for use with candidates and new board member orientation.
3. **GOAL:** A board that is informed about governance matters pertaining to SVF and Community Foundation Sonoma County.
ACTIVITY: Determine governance topics for inclusion in annual board meeting calendar

Sonoma Valley Fund Process for Developing Board Bench

The Governance Committee:

1. Presents any existing board bench list with past names to board, and board offers possible new names.
2. Seeks names from Community Foundation Sonoma County (CFSC) and other sources.
3. Discusses the names more in depth with recommender, and completes a recommendation form (if not already completed by recommender).
4. Reports to SVF board on results of meetings and discusses with board proposed candidates and suggested functional board role for each candidate.
5. Informally confirms interest of proposed candidates and discusses with them the functional role they would assume upon joining the board. Meets with them, possibly along with other invited board members.
6. Offers proposed slate of candidates to CFSC board for its approval.
7. At the December board meeting, offers proposed slate to SVF board for election, along with reelection of continuing board members and assigned board roles.
8. If determined to be appropriate dependent on the circumstances, may send thank you notes to individuals who remain on the bench list who might be prospective future board members.

SONOMA VALLEY FUND
BOARD BENCH LIST RECOMMENDATION FORM

Please Complete to the Best of Your Ability

Name _____
Address _____
Work Phone _____
Home Phone _____
Mobile Phone _____
Email _____

How do you know this person?

Their career or employment?

What qualities and skill sets does this person possess that cause you to recommend them?

With what boards or volunteer work has this person been involved?

Is there a particular Board position for which you think this person would be well-suited and why?

Do you think this person would have sufficient time to dedicate to Sonoma Valley Fund responsibilities (meetings, reports, assigned position responsibilities)?

Any additional information you think pertinent?

SUBMITTED BY _____
Date: _____ Phone _____