**2016 Board Recruitment Timeline**

**[Your] Farmers Market**

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| **Month** | **Key Activities** |
| **January** | * Review goals and develop a timeline
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| **February** | * Present the draft 2016 Board Application to board
* Create a skills planning matrix to identify key skills, map skills of current board and staff; and to identify skills to prioritize.
* Review Board Member Orientation plan
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| **March** | * Review FM By-Laws and highlight responsibilities and skills to communicate during the recruiting process.
* Approve the 2016 Board Application
* Review and finalize skill matrix to share at April board meeting. Have all members pencil in their skills and add any they felt were missing.
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| **April** | * Share with recommendations/updates with Board
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| **May** | * Develop a Board Recruitment Campaign
* Review and update FM Newsletter article.
* Create a FM Board recruitment flyer
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| **June** | * Plan the implementation of the FM Board recruitment campaign
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| **July**  | * Official launch of FM Board recruitment campaign on July 1st!
* Discuss strategy for transitioning new board members with FM Chair.
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| **August** | * Recap recruiting campaign: continue to reach out to volunteers and to encourage board members to submit recommendations to the planning committee
* Set a date first week of October to review all applications. Invite the next FM Chair.
* Contact all returning board members to confirm their commitment
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| **September** | * Review applications received, email acknowledgement to candidates
* Send out reminders re: Board Application deadline
* Follow up with people who expressed interest but have not submitted an application
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| **October** | * Review rest of applications received, send acknowledgement email to candidates.
* Second week in October contact all applicants and share the status of application 1) invite them to the October FM Board meeting or 2) they were not chosen, but encourage them to volunteer in other ways at FM.
* Selected Board Applicants attend October Board Meeting. In Executive session the board members vote on next year slates of board candidates. Planning Committee provides the ballot with candidates’ names.
* Last week of October FM Board Chair contact Board Candidates to 1) confirm that they were chosen for the FM 3 year board position or 2) share that they were not chosen but encourage them to join a committee or stay involved with FM through other volunteer opportunities.
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