**2016 Board Member**

**Selection & Election Process**

**[Your] Farmers Market**

1. Planning Committee forwards the Board Skill Matrix and FM Applications to HFM Board Members and Staff two weeks prior to October Board Meeting.
2. FM Board Members review applications prior to Board meeting.
3. Planning Committee sends a reminder to all candidates about attending the October FM Board Meeting. If they are unable to attend, they can submit the interview questions in writing to the Planning Committee three days prior to the board meeting. Planning Committee will forward copies to board members.
4. Staff writes the interview questions on a flip chart for the board meeting so the candidates can read the questions ahead of time.

**Questions:**

1. Please introduce yourself to the board. Briefly state if you have previous board experience and why you want to be on the HFM board.
2. What are the top two skills that you will bring to the board?
3. Tell us about the time when you worked in a collaborative way to solve a problem. What made this experience successful or challenging?
4. Do you have any questions for board members?
5. At October Board Meeting; the Chair will welcome the candidates and ask the interview questions.
6. The chair thanks the candidates for attending and informs them about the next steps of the board election process.
7. After the candidates leave, the staff and board members provides their feedback.
8. Ballots distributed to Board Members for a final vote. A designated person will count the individual board members ballots of candidates. New board members are announced.
9. Chair contacts all FM Board candidates by the end of the weekend. Candidates who are not chosen will be encouraged to consider a committee member position.

*Based on templates created by the Hollywood Farmers Market, Portland, OR (2015)*