



SE Middle TN FCA

Leadership Board New Member On-Boarding Process

1. Identify & Nominate a Prospective Board Member

- A current Board Member and/or FCA Staff identifies a prospective candidate, ideally from existing ministry volunteers.
- A current Board Member and/or local FCA Staff completes and submits the **Leadership Board Candidate Nomination Form** to the FCA Area Director prior to communicating with prospective candidate about the nomination.

2. Review, Interview & Confirm Interest

- The FCA Area Director and Leadership Board Chair review the nomination form and determine whether the candidate should move forward in the process.
- Schedule a face-to-face meeting with the candidate.
- The meeting will include an opportunity for the candidate to share their personal testimony and review **Leadership Board Expectations**.
- Determine whether the candidate's skills, interest, and availability align with current Leadership Board team roles and needs.

3. Complete the Volunteer Impact Portal (VIP) Journey

- Upon confirmation of interest in joining the Board, the prospective candidate completes the **Volunteer Impact Portal journey – VIP.fca.org**.

4. Area Director Approval

- The Area Director ensures the prospect has completed the appropriate VIP process and approves the prospect to move forward.
- The Area Director notifies the candidate once approved through VIP.

5. Attend a Leadership Board Meeting as a Prospective Member

- Invite the prospective candidate to attend the next Leadership Board Meeting as a guest.
- The Candidate has the opportunity to:
 - Observe the Board meeting process.
 - Share their interest in participating on the Leadership Board.

6. Confirm and Commission Board Membership

- The Board Chair follows up with the candidate after the meeting to confirm their decision and communicate their Leadership Board Team assignment.
- Upon acceptance, the Board Chair adds the new Board Member to FCA Board group text and provides the annual Leadership Board meeting schedule.
- The Area Director commissions the new Board Member at the next Leadership Board Meeting.
- The Marketing Board Team obtains a photo for FCA website and submits it to the Administrative Assistant for the website to be updated.