




GUIDES SERIES:

Organisation Guide

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Boardmatch Ireland
supporting the development of nonprofit boards

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www.boardmatchireland.com



1. OVERVIEW

Boardmatch – a new model of volunteering - offers you as a community and voluntary sector (nonprofit) organisation the opportunity to recruit additional skills to your Board or Management Committee.

Many voluntary organisations recruit their board or management committee members from membership, through existing board members or other networks. Boardmatch Ireland compliments these methods. You can recruit additional skills to your board or management committee or sub-committees through this free, online service.

“at a time when our organisation was struggling to fill board vacancies from within, and needed particular skills, Boardmatch proved to be an excellent resource for matching our needs with those who had flagged their interest and had the time, interest and relevant experience”
Irish Blind Sports, Dublin

The free Boardmatch service matches your skills and experience needs at the Board with the skills and experience of people who have registered their interest in working on voluntary sector Boards. You do the matching proactively at the website and you choose what candidates to match with.

If you have any queries about any aspect of matching, please contact Miriam Enright or Brian Sheehan at the Boardmatch Ireland office on (01) 4535023 or info@boardmatchireland.ie

2. MATCHING STEPS – IN BRIEF

The free web-based matching service happens at www.boardmatchireland.ie

The process which you, as an Organisation, follow when using the web service is:

- You register online with Boardmatch and enter your organisation profile details, including:
 - organisation description, mission, programmes
 - budget, staff and volunteers
 - Board details: size, schedule of meetings, time contribution required
 - challenges facing the organisation and the board.
 - nonprofit areas to which organisation belongs (e.g. Theatre, Education, Human Rights, Sports, International Aid/Relief etc.)
- Your enter a Position Profile for any available Board positions, including:



- the role on Board
 - skills and expertise required for role
- You search for a match for the position against the registered Candidates, matching with the skills, experiences and interests entered by Candidates.
- From the list of Candidates returned, you view Candidate profiles and invite those that interest you to check out your organisation and Board requirements. A Candidate is identified by their job title and company – e.g. Accountant, KPMG – not by name.

In essence, you build a shortlist of Candidates that interest you and contact them. We suggest that you contact all those you are interested in at the same time – like inviting people to apply for a job – and you can make choices later, depending on their interest and the outcomes of your discussions with them.

- When you are interested in a particular Candidate, you send them a message inviting them to look at your profile.
- The Candidate responds, indicating if they are interested in your organisation and position, or not. If the Candidate is interested, they will disclose their name and contact details and you can then arrange to meet with them to discuss the position further.
- Additionally, Candidates will be proactive in searching for matches and may invite you, by sending you a message, to consider them for the Position. You can respond indicating your interest, or not.
- Having exchanged contact details with the candidates you consider may be suitable for your Board, you arrange to meet or discuss the position with them further. This may involve discussions with the CEO, Board Chair or other Board members – whatever process you have decided on. It's a bit like an interview process for a job at your organisation.
- If mutual interest remains after that process, you may invite the candidate or candidates to become members of your Board. At all times, you retain control of who to invite to join the Board of your organisation.

At any stage when using the website, click on the HELP button for further information.



3. MATCHING STEPS – DETAIL

The overall objective of website is to match needs and requirements of your organisation with the skills and expertise of individuals – registered Candidates - via proactive work by you at the Boardmatch website.

As an organisation, there are five stages in recruiting new Board members. The first stage, registering and entering organisation profile is carried out once. The second stage, entering details of your board, management committee or sub-committee positions is done whenever you have a Board position available, and leads on to stages three and four - searching for a match for your position and responding to messages from candidates. The fifth an final stage is done offline – where you and any shortlisted candidates discuss the position further, and if interest is mutual, you may invite them to join your board.

At any stage when using the website, click on the HELP button for further information.

3.1 STAGE 1: REGISTER AND COMPLETE AN ORGANISATION PROFILE

The first stage of the process is to go to www.boardmatchireland.ie and register as a organisation. Choose a login name (we suggest your organisation name), add an email address and a password and begin.

You are now brought straight to the Organisation Profile entry screens. The Profile will take 10 to 15 minutes to complete, and while it can be edited later, it is useful to complete as fully as possible now – that way candidates (potential future board members!) searching for a match will be able to make clear decisions on inviting you to check them out.

You will be brought through six screens of information that make up your profile. All information will automatically be saved as you move to the next window. *(Click on HELP at any time for further information)*

These screens include:

Organisation information: Your organisation name, current address, contact details and home website. Note that the Organisation Name you enter is the heading which will be displayed to a candidate as they search for a match. Ensure the email address which you enter is the one where you want to receive all correspondence from Boardmatch, and that the email address is one that is regularly checked for incoming mail. This correspondence will be either messages from Boardmatch itself or notifications of messages sent to you by a Candidate (you can then login to see the actual detail of messages from the Candidate).



(Note that Boardmatch will never give your contact details to any third party).

Organisation Description Give a short description of your organisation, describe your mission and programmes and some other details such how many people work or volunteer with you. You can cut and paste from exiting printed material which you have available such as the annual report or strategic plan

Board Profile: Describes your board or management committee; how many people are on it, how often they meet etc. A key field here is the Time commitment board members are expected to make each month. It's important to get this right as this is a key matching field. Candidates can then be realistic as to whether they can meet your time requirements or not, as they consider a match with you.

Areas of service: This section has a series of grouped tick-boxes which summarise your areas of activity. Candidates will also have ticked similar boxes indicating their areas of interest within the voluntary sector and both sets of tick boxes will be compared as part of the matching process. Multiple selections are encouraged to describe as extensively as possible the range of work the organisation does.

An additional section at the end of that screen ask at what stage of growth is your organisation– again, please tick all that may apply.

Confirmation: Your organisation profile is now complete. Boardmatch staff will review and confirm (this is just to ensure that registering organisations are bone-fide). Your confirmation will come by email, and you will then be able to enter details of any board position you currently have available.

3.2 **STAGE 2: ENTER A BOARD POSITION PROFILE**

Once confirmed, you can login and enter details of any Board position or positions you have available and being to search for candidates. You can only access the list of available candidates when you have entered a position. You can enter positions at any time – and hopefully will do as new board positions become available over time, or as you need additional skills on your board.

To enter a position, click on positions from the menu, and complete the position profile at the two screens which follow:

General information: Gives some general information on the available board position. Include a brief description of the expected work of this board



member, or the particular skill set required. The Status should be set to Open.

Skills and expertise: Indicate here the particular skill set you are looking for in a Board member. We would encourage you to do multiple ticks. The more extensive the ticks, the better chance of finding a match. A candidate has complete a similar set of tick-boxes and when matching both are compared.

All information will be automatically be saved once this window of information is completed.

3.3 STAGE 3: SEARCH FOR A MATCH

Once you have entered your organisation profile and board position(s), you can proactively search through the registered candidates to find a match and make contact with candidates that interest you.

A list of the candidates that best match both the organisation and position profile you have entered (all those tick-boxes) will be returned and you can choose to follow up with one or many of the candidates. You:

- can view the full candidate profile
- send a message to the candidate asking them to look at your profile
- they will respond to you indicating if your organisation/board position is appropriate or of interest to them, or not
- if they are interested, they will disclose their name and contact details and you can both discuss the possibility of a match further.

Candidates will be identified by their job title and company (e.g. Manager, Bank of Ireland) and you can see their full profile. Their name and contact details are only disclosed if you mutually agree to discuss the position further.

In our experience, it is best to treat this much as a job shortlisting system – you are creating a shortlist from which you may or may not recruit someone to your board. It is best to view a range of candidates, and invite all that interest you to view your profile, by sending them a message. Some may not be interested, and you may find that others are not suitable for you, following discussion.

At all time, you control who you invite to join your board.

It is worth noting that candidates will also be proactively searching for a position matching their interests (comparing their tick-boxes with those you've entered in your profile), will see your position, view your profile, and may indicate their interest in you.



- they will send a message to you asking you to look at their profile
- if you are interested, you can respond requesting their name and contact details, so that you can discuss the position
- If you are not interested, you can send a message indicating so.

If you don't find suitable candidates from those currently registered, we suggest that you check back regularly – new candidates register daily. It may take some time to find a candidate that interests you, and where there is mutual interest from the candidate.

3.4 STAGE 4: RESPOND TO MESSAGES FROM CANDIDATES

An email will be sent to your external email account (which you detailed when completing your profile) letting you know that a message is waiting for you within the Boardmatch system. These emails will be in response to your initial contact with candidates, or where a candidate has viewed your profile and wants to talk with you further about your position.

It is important to respond to messages within a short timeframe (we suggest a week) otherwise communication is slow and candidates lose interest in you as an organisation. We at Boardmatch regularly check that communication between you the candidate and the organisation is continuously moving.

If the interest is mutual, you can then move to the next stage – Stage 5 – where you discuss the Board position with candidate.

(If at any stage you wish to discontinue your interest in the Matching process, and make your position unavailable to candidates, either for a short or longer period, just let the team at Boardmatch know via email at info@boardmatchireland.ie and we can deactivate your position from the website until further notice from yourself.)

3.5 STAGE 5: MEET WITH THE CANDIDATES

The final stage of the recruitment process is after the candidate or candidates have disclosed their contact details to you. You can arrange to talk with or meet the so you can discuss your organisation and board position in greater details. You may already have decided on a process within the organisation – for example discussions with the CEO/Manager, Board Chair or other board members.

From the candidates selected you may or may not choose to invite someone to join your board.



We would appreciate if you could let us know the outcome of these discussions.

If you have any queries about any aspect of matching, please contact Miriam Enright or Brian Sheehan at the Boardmatch Ireland office on (01) 4535023 or info@boardmatchireland.ie

Good Luck!

“As a small community and voluntary sector organisation, it can be sometimes difficult to find Board members with specialist expertise who can really add value to your organisation and its activities. That’s where Boardmatch came to the rescue. From the time I logged onto the site and registered my organisation details, the service seemed to operate in a seamless fashion. Within minutes I had details of five suitable candidates to fill the position of Financial Advisor to our Board. I subsequently met with two of the candidates and invited one to come on board. The insight and advice that this person brings is invaluable and is already influencing the strategic direction of the organisation. I cannot recommend the service offered by Boardmatch highly enough and I will continue to use them for future Board vacancies.”
BOND, Dublin