



**WESTSIDE REGIONAL CENTER
EXTRAORDINARY RECRUITMENT PLAN**

Westside Regional Center (WRC) faces an immediate need for qualified individuals to fill at least three and possibly four vacant positions on its Board of Directors. WRC's Board Development Committee has been charged with locating individuals with legal, fiscal and management experience to satisfy the requirements of the Welfare and Institutions Code.

The Board Development Committee is responsible for recruiting, screening, interviewing, evaluating, and choosing for nomination prospective Board members to be presented to the full Board for consideration. Once individuals are chosen by the Board, the Board Development Committee is responsible for providing them with the support and training that they will need to become contributing, informed Board members. In addition to the experience requirements, new Board members should be selected on the basis of their ability to work collaboratively with others, their availability to dedicate the time needed to be an effective Board member, and their desire and willingness to support WRC's goals and operations as a regional center. All candidates must be informed that the commitment to the Board requires a minimum of five hours per month.

Working closely with the Executive Director, the Board Development Committee will:

- a. Develop an outreach plan listing resources, organizations, and businesses from which to recruit potential Board member candidates. These may include, but are not limited to:
 - Culver City Chamber of Commerce
 - Inglewood Chamber of Commerce
 - Beverly Hills Chamber of Commerce
 - Hawthorne Chamber of Commerce
 - African American Chamber of Commerce
 - Valley/Los Angeles Economic Alliance
 - VICA
 - LA Business Journal
 - Vistage International/LA Hubs
 - Nat'l Black MBA Association
 - Pepperdine University Graziadio Executives
 - Pepperdine School of Law
 - Pepperdine School of Psychology and Education
 - Saybrook University – Clinicians
 - USC Marshall School of Business
 - UCLA ID/DD Program
 - All WRC Family Support Groups
- b. Develop a "Board Member Recruitment Notification" and post it on WRC's website, along with an application and Conflict of Interest questionnaire. (Copies of these documents are attached.)
- c. Receive and review prospective Board member applications and Conflict of Interest questionnaires.
- d. With input from the Executive Director and the entire Board, create an initial list of potential Board member candidates. The Executive Director is encouraged to search for and bring qualified candidates forward for Board consideration. These candidates will possess the knowledge, skills, specializations and collaboration outlined above. The candidates must also express their willingness to



devote the time necessary to fulfill their obligations as Board and Committee members. This will be a minimum of five hours per month.

e. Identify and assign Board Development Committee members to contact top candidates in an effort to introduce them to the organization and the role of a WRC Board member.

f. Conduct interviews with prospective Board members. The interviews will present an opportunity to explain more fully the roles and responsibilities of both individual Board members and the Board as a whole. At a minimum, the interview should consist of the following: (a) welcome and introductions; (b) an overview of WRC's mission, vision and goals; (c) an overview of the general roles of the Board and its Committees; (d) a review of the individual Board member's duties and the need for collaboration so that the Board can function as a whole; (e) opportunities for the interviewee to ask questions; (f) opportunities for Board members to ask questions of the interviewee; (g) a declaration of willingness by the interviewee to serve; (h) a statement of specific Committee interest by the interviewee; and (i) an outline of the next steps. If the interviewee expresses interest and time permits conduct a tour of WRC.

g. Review and prioritize prospective Board member applicants based on their ability to meet the identified needs of the organization.

h. Conduct checks on all prospective Board members to determine if they are an "excluded individual or entity" as defined in Title 17 of the California Code of Regulations (Title 17) section 54302(b)(1) or if they fall within the prohibition of Title 17 section 54311(a)(6).

i. All information received in the course of search for prospective Board members shall be considered to be confidential and only released for the purposes of selecting qualified applicants.

h. Prepare the slate of candidates and present it to the full Board of Directors for consideration and approval. This slate shall be voted upon by the Board Development Committee prior to presentation to the full Board of Directors, but the Executive Director shall not have a vote.

9) After the Board of Directors selects its new members, the Board President or their respective designee will contact the approved new Board members to congratulate them on their selection and provide them with an effective date for their membership. New Board members will be notified of the dates of the scheduled Board meetings, trainings, and the New Board Member Orientation.

a. Individuals who are not selected to serve on the Board of Directors, but who are willing to contribute to the organization in a different capacity, may be invited to serve on a Board Committee if their skills and experiences would benefit WRC.

b. Individuals who are not selected to serve on the Board of Directors or a Board Committee should receive notification from the Board Development Committee Chair thanking them for their application and informing them of the Committee's decision. (A sample letter is attached.)