



# **Finding, Selecting and Onboarding of new Board Members**

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# Welcome



- Introduction moderators
  - Tim Moritz Hector - WMDE - former chairman
  - Frans Grijzenhout - WMNL - chairman
- Introduction attendees
  - Name, affiliate, function

- Friendly space policy
- English as a second language

# New Board Members



- Question
  - Why did you choose for this session? Do you have any particular concerns within the board of your affiliate? Weaknesses?
- Task:
  - Write your answer on a yellow sticker

# The job interview



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- We invite two volunteers for a role-play:  
1 experienced board member and 1 applicant
- Task: The sitting board member interviews a new candidate (5 - 10 minutes)
  - Typical questions to be discussed: Why do you want to become a board member? What experience do you have? What are your expectations? Etc.
- Task other participants: please take notes and give feedback after the interview has ended.

# The analysis phase



- Before you start with the recruitment you should ask yourself:
  - Is it clear what my affiliate wants to achieve?
  - What does our community and what do our partners expect from us?
  - How does the board function. Is there a compelling need for change?
  - Who do we need: What will be his/her task and what will be his/her role in the board as a team?

# The recruitment phase



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## Tips:

- Be sure to finalize the analysis phase with consensus in your board
- Appoint one contact person who is in charge
- Make a timeline (When is the AGM?)
- Scan your environment for candidates (social media, partners)
- Prepare the job interview from an “employers” point of view: who do you need (personality, experience, competences)
- Make a job description and prepare other documentation
- Think of the communication after the selection process has ended

# The Board Member catcher



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<https://vimeo.com/93592373>

# Onboarding



- Imagine the first few months of a new board member ...
- Question: What do you want the new Board Member to know or to do right from the start of his/her term?
- Task: Write down 5 important things. Pairs of 2. Use yellow stickers.



# Guidance



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- How can you help / guide your new board member to perform better ... ?
- Introduction: The hamburger feedback model
- Exercise: Role play “Coffee corner feedback”
- Task in groups of 3: Someone giving feedback, the other responding. The third person observes.

# Coffee corner feedback



- Choose one of these subjects: The new board member has ...
    - 1 ... set the date for the next AGM without consulting the other board members
    - 2 ... spent Wikimedia money without the treasurer's permission
    - 3 ... has gossiped about a fellow board member
    - 4 ... repeatedly fails to understand the difference between Wikimedia and Wikipedia
    - 5 ... is postponing an urgent task
- ... and you want to correct this by giving feedback

# The theory



- The formal model distinguishes 6 phases
  - 1 Analysis - defining the needs of your affiliate / board
  - 2 Recruitment - planning to find a new board member
  - 3 Selection - the actual work of selecting someone
  - 4 Onboarding - the orientation phase
  - 5 Guidance - continuous help during the term
  - 6 Unboarding - how to prepare a farewell
- Reminder of the principle of one contact person
- Think of the time table

# Wrap up



- Questions:
  - What did you learn: + / -
  - Have you missed topics?
  - More time for ...?
- Online help on meta:  
[https://meta.wikimedia.org/wiki/Board\\_Member\\_Support](https://meta.wikimedia.org/wiki/Board_Member_Support)