Call to “Successful” Board Prospects

“\_\_\_\_\_\_\_\_\_\_, **thank you** for taking this call.” This is \_\_\_\_\_\_\_\_\_\_\_ and I’m calling for St. Paul of the Cross Retreat Center. As you may recall, I’m one of the members of the Board Affairs Committee and we met at the recent board discernment meeting.

“\_ \_\_\_\_\_\_\_\_, **do you have a minute or two or is this a bad time?”**

***“Bad time”*** - “Not a problem, when would it be convenient for me to call back?

***“Good time”*** - “Good! There are two reasons why I’m calling.”

First, I’m delighted to inform you the Board Affairs Committee would like to recommend you for election to the board … and

Second, we need to make sure you are still interested and are able to serve in that capacity.

***“No, I’m not.”*** – “I’m so sorry to hear that; can you share with me what has caused you to change your mind?” (Then listen and reply appropriately to their reason; depending on the reason given, you may say …) “We understand. With your permission, we’d like to keep your name active in our file until such time as …. (whatever may be appropriate). Further, we like to encourage you to continue your service on one of our board or management committees.

***“Yes, I am!”*** – “Wonderful, I’m so happy to hear that; we are looking forward to having you serve on the board with us. Now, here are some important dates for you to keep in mind.”

**Monday, April \_\_\_**. The Board Affairs Committee will submit your name as one of a slate of candidates to the full board. While the full board has the authority to reject any candidate, we don’t expect that to happen. Following that meeting, the new board members will be notified of the outcome by both phone and letter. You’ll receive a call from me on Tuesday, \_\_\_\_ or shortly thereafter and the official letter will come from the board chair later that week.

**Monday, June \_\_\_ at 5 PM.** – There will be an orientation meeting for the new members which will include the assignment of a mentor and an open discussion on the work facing us as a board. That will be followed by a dinner at 6 PM with the board and you will be invited as a guest to attend the board meeting at 6:30 PM.

**September \_\_\_**. This will be your first board meeting and our annual Board Planning Day. At this time you will be welcomed and inducted as a member of the board.

Do you have any questions? (Respond appropriately.)

**Closing:** “\_\_\_\_\_\_\_\_\_\_, I know I speak for all the board members when I say, ‘thank you’ for your interest in serving St. Paul of the Cross Retreat Center.