

## **Auxiliary Board Membership Process & Timeline for Prospective Members and Sponsors - 2011-2012**

Thank you for your interest in membership on the Auxiliary Board of Lincoln Park Zoo! You already know something of the Board to be interested, but we have a lot more information to share with you.

### **How Does One Become a Prospective Member (PM)?**

PMs come to the Board in a variety of ways: A current Auxiliary Board member recommends them, they could call the zoo for information, or a Women's Board or Board of Directors member recommends them. Regardless of their introduction, a PM must secure a Sponsor, a current Active Board member who will introduce them to other Board members, answer questions, and help them with the membership process, including compiling their application package when it's due.

### **Who is Eligible to be a PM?**

PMs must be between the ages of 25 and 40 by the application deadline to apply. If a PM is not 25 yet, they are encouraged to be added to the PM E-mail Distribution List and attend events until they are of age to apply.

### **What We Look For in a PM**

The Membership Committee of the Auxiliary Board seeks PMs with one or more of the following:

- Corporate funding contacts or experience
- In-kind donation contacts or experience
- Volunteer experience and enthusiastic willingness to learn how to fundraise

We don't expect that PMs will have all three elements of what we're looking for; if a PM only has volunteer experience, the Membership Co-Chairmen suggest that they attend as many Board events and meet as many Board members as possible.

### **The PM Process**

- 1. Express your interest in becoming a member of the Auxiliary Board of Lincoln Park Zoo**
  - You accomplish this by contacting Lincoln Park Zoo Auxiliary Board staff or any member of the Membership Committee.
  - Once on this list, you will be included on the mailing list for all upcoming events.
- 2. Proactively seek out opportunities to meet current and prospective members**
  - There are many opportunities throughout the year to mingle with Auxiliary Board members.
  - Make sure to engage and meet as many members as you can so you can begin to identify your sponsor and find others current members who would advocate your candidate fit for the Auxiliary Board.
  - Historically, it takes 4-5 events or 6 months to 1 year to appropriately interact with current members to assure you are comfortable with the members and the mission for the Lincoln Park Zoo Auxiliary Board.

3. **Identify a sponsor**
  - Your sponsor will be your advocate throughout your application process and beyond.
  - If you have not found a sponsor, please work with the Membership Committee to help identify one for you.
4. **Target an application period**
  - Traditionally, the Auxiliary Board accepts applications twice a year (typically winter and summer).

## **The Application Process**

1. PMs and their Sponsors will receive their application packages upon request from the Membership Committee Chairs. The completed package must include:
  - PM Application
  - Sponsor Checklist
  - Sponsor Form
  - Sponsor Responsibilities Form
  - Two (2) Seconding Letters of Recommendation from current Active Board members. (Additional letters of recommendation from other Active or Sustaining members or outside sources are encouraged.)
2. It is the Sponsor's responsibility to submit all application materials to the Auxiliary Board Coordinator in one complete package. There will be no exceptions.
3. After the Membership Committee has met to consider the PM applications and has had the Executive Committee approve the slate of proposed new members, PMs will be contacted by the Membership Co-Chairmen with one of the following results:
  - If the PM has been approved, he/she will be offered a place on the Auxiliary Board. New members will receive a letter inviting them to the next General meeting, as well as a New Member Orientation, where they will be officially welcomed, and learn more about the Board and the zoo and Auxiliary Board committee meetings.
  - If the PM has been deferred, this means that although the Membership Committee thought the PM had the potential to be a great supporter of the Board, they thought more time to meet Board members, learning about the Board, and volunteering more actively for Auxiliary Board events would be beneficial. A PM may also be deferred if there are no current openings on the Auxiliary Board. It is the PM's choice as to whether they wish to resubmit their application.
  - If the PM has been declined, this means the Membership Committee found that the PM did not have sufficient corporate funding, in-kind donation, and volunteer experience to be an active Board member. If a PM is declined, there is not an option to reapply.

## **Application Review**

1. Twice annually, the Membership Committee sends the potential Sponsors of PMs the application packages
  - a. First, the Membership Committee reviews PM list and notes potential New Members (2-3 weeks prior to sending applications)
  - b. Membership Committee reaches out to potential Sponsors and PMs, announcing that application will be sent out and encouraging targeted PMs to work with Sponsor to apply
  - c. Membership Committee to assist PMs to identify a Sponsor if necessary
  - d. New Member Applications to be sent to all Active Board Members via email, stating deadline for 3-4 weeks out

2. One (1) week prior to application deadline, Membership Committee will reach out directly to Sponsors and/or PMs to check on application progress
3. Three (3) days prior to application deadline, a reminder will be sent out to Sponsors (and all Active Board Members)
4. Complete application packages are due to the zoo office
5. Membership Committee Meeting – the Membership Committee reviews all completed applications and proposes a slate for Executive Committee approval
  - a. Prior to meeting, applications are emailed to Membership Committee for review – One application per email, with PM name as subject heading
  - b. Membership Committee members to sign confidentiality forms at start of meeting
6. Executive Committee Meeting – the Membership Co-Chairmen submit the Membership Committee’s proposed slate of new Members to the Executive Committee for their approval
7. Auxiliary Board Full Board Vote. The Proposed Slate is submitted to the entire Board for approval. Once approved, new members are invited to join committee meetings and the next Quarterly General meetings
8. New Member Orientation - Sponsors attend this event with their new Board member to hear the President & CEO of the zoo speak, as well as hear short overviews from event co-chairmen and other Executive Committee members