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###  **Sponsored Ministry Board Interview Template**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**N.B. to interviewer: Before using this template, fill in the boxes with information you already know about the candidate so as not to repeat unnecessary questions; rather build on what you already know.**

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| **Introduction** |  |
| * Self – introduction by interviewer
* Thanks for considering this service to [Ministry]
* SSND Sponsored work – Appointments recommended by Board, made by Members of Corporation.
* Summary – from resume –
 |  |
| **Question** | **Response / Notes** |
| 1. Please tell me a **little bit about yourself** and **why you accepted this invitation to pursue membership** on [Ministry] Board of Directors.
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| 1. **History, Tradition, & Mission -** Brief recap of history & SSND.

**State mission of the ministry…**How would you see yourself **contributing to the mission** of the [Ministry]? |  |
| 1. **Have your served on other boards? Tell me about your Board experiences.**

(Governance, policy, not management. Authority only when the board is meeting.)We work toward consensus in decision-making based on the values of [Ministry] and SSND.  |  |
| 1. What **particular service or expertise** would you bring to the board?
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| 1. **[Ministry] is a Catholic Ministry.** Have you had much connection with the Catholic Church?

Have you served on a **Catholic Board before?** **Are you able to support [Ministry] as a Catholic Ministry?** |  |
| 1. **Sponsored by SSND – carries our name and our values – quality education, concern for the poor and disenfranchised, concern for unity.** Special concern for women and children – first came to U.S. for German immigrants. **Awareness of difference from corporate & other non-profit boards.** Some powers are reserved to the School Sisters of Notre Dame regarding the mission, the assets, and the corporation.
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| 1. **We’re a working board and board service requires a lot of time**, including attendance at board meetings, committee work, and attendance at an orientation program. Do you think you can commit the time necessary to serve on this board?
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| 1. Tell me about how you see yourself participating in the **board’s fundraising efforts.** (Generally an **expectation** that every board member will also be a financial contributor.)
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| 1. Do you foresee any **potential conflict of interest** if you were to be appointed to this board?
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| 1. **Any Questions for me?**

**Anything else you would like to say?** |  |
| 1. **Next steps: (adjust as needed)**
	1. I will present candidates to the Board at our next board meeting, [date] along with supporting information.
	2. The Board will vote to send recommendations on to the Members of the [Ministry] Corporation (SSND’s).
	3. I send the applications & resume, and some notes from this conversation.
	4. They will make the appointments. The term is for three years.
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| 1. **Thank You!**
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