



BoardMatch Participation Agreement

Participating Organizations Agree to:

- Designate a staff or board member to be the contact for BoardMatch® matters
- Using the BoardMatch online system, contact candidates within **five working days** of receiving their applications to acknowledge receipt
- Using the BoardMatch online system, decline the application of, or arrange to interview board candidates within **three weeks** of receiving applications
- Notify BoardMatch if you decide not to contact a candidate
- Notify BoardMatch when your slate is full
- Using the BoardMatch online system, contact all applicants to advise them of offer extended or decline within **one week** following the interview
- Advise BoardMatch when a candidate has been elected/appointed to your board

Board Candidates Agree to:

- Follow up with all organizations who contact you within **3 working days**
- Provide regular updates to BoardMatch on the recruiting process; i.e. notify BoardMatch when you meet with organization representatives or attend a board meeting as a guest
- Using the BoardMatch online system, notify BoardMatch when you accept an offer extended to join a board or decline an invitation to interview with an organization
- Using the BoardMatch online system, notify organization(s) immediately if you decide to withdraw your application

BoardMatch Agrees to:

- Provide information about the charitable sector to professional associations, companies, community groups and individuals
- Promote the value of volunteering, particularly at a board level
- Share information about participating organizations through the BoardMatch online system and at candidate orientation sessions
- Provide participating organizations and board candidates with prompt and attentive service
- Follow up on the recruiting process with both participating organizations and board candidates to facilitate a board match where possible

Thank you for participating in BoardMatch!

www.boardmatch.org

BOARDMATCH CONTACTS:

BoardMatch Fundamentals - Calgary: Ph. 403 231 1429

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BoardMatch Fundamentals in Fredericton: Ph. 416 597 2293 ext. 311

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BoardMatch Fundamentals - Thunder Bay: Ph. 807 623 8272

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