



# In-Person interview questions

**BOARD COMMITTEE CHAIR CANDIDATE:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

## PERSONAL

1. What is your connection to XXX School?
2. Tell us what you know about our school's mission. What is it about our mission that is powerful and meaningful to you?
3. What interests you most about our school community?
4. What excites you about supporting Catholic education?
5. Do you have any concerns or worries about serving XXX School?
6. What does a successful Board look like to you? What will XXX's Board have accomplished 5+ years from now?

## SKILLSET (FINANCE)

1. Discuss your prior Board leadership experience. Any experiences managing a committee? How would you describe your leadership style?
2. What skills, connections, resources and expertise do you have to offer and are you willing to rely on for the betterment of XXX School?

3. What experience do you have managing budgets? How comfortable are you monitoring and reporting on school expenses and revenue streams?
4. Have you ever created a school or organizational budget before?
5. Setting a budget for a Catholic school may result in making difficult decisions or recommending prioritization to the school Principal. Can you share an experience where you have had to make budget-dependent recommendations/decisions?
6. Do you feel comfortable serving in a leadership capacity, both managing volunteers and reporting to a Board Chair? Give us an example of a time you had to hold someone accountable.

### SKILLSET (DEVELOPMENT)

1. Discuss your prior Board leadership experience. Any experiences managing a committee? How would you describe your leadership style?
2. What skills, connections, resources and expertise do you have to offer and are you willing to rely on for the betterment of XXX School?
3. Do you have any fundraising experience? Have you ever supported a fundraising event or campaign?
4. What are your relationships in the greater XXX community? How do you feel about engaging your contacts in the philanthropy of the school?
5. The Development Committee sets an example for the rest of the Board in terms of philanthropy, through their own gifts, as well as through the cultivation and stewardship of donors. How would you approach the rest of the Board about ensuring they give at their capacity? How would you encourage them to bring new donors into the fold?
6. Do you feel comfortable serving in a leadership capacity, both managing volunteers and reporting to a Board Chair? Give us an example of a time you had to hold someone accountable.

## SKILLSET (ENROLLMENT)

1. Discuss your prior Board leadership experience. Any experiences managing a committee? How would you describe your leadership style?
2. What skills, connections, resources and expertise do you have to offer and are you willing to rely on for the betterment of XXX School?
3. Do you have experience in marketing? Communications?
4. What is your understanding of the educational landscape of the XXX community? Do you have experience dealing with admissions or enrollment best practices?
5. It will be important for the Enrollment Chair to work collaboratively with the Director of Admissions and Advancement, Principal and Finance Chair. How are you at leading collaboration?
6. The Enrollment Committee serves as lead ambassadors for the school. How will you help the Committee and other Board Members feel confident to represent the school and encourage families to send their children here?
7. Do you feel comfortable serving in a leadership capacity, both managing volunteers and reporting to a Board Chair? Give us an example of a time you had to hold someone accountable.

## SKILLSET (FACILITIES)

1. Discuss your prior Board leadership experience. Any experiences managing a committee? How would you describe your leadership style?
2. What skills, connections, resources and expertise do you have to offer and are you willing to rely on for the betterment of the XXX School?
3. What are your experiences with facility and master planning? Have you ever completed a master plan?
4. How would you balance the aesthetic needs of a school versus operational needs?
5. Would you be able to develop and recommend a school safety plan?

6. Do you feel comfortable serving in a leadership capacity, both managing volunteers and reporting to a Board Chair? Give us an example of a time you had to hold someone accountable.

## SKILLSET (VICE-CHAIR)

1. Discuss your prior Board leadership experience. Any experiences managing a committee? How would you describe your leadership style?
2. What skills, connections, resources and expertise do you have to offer and are you willing to rely on for the betterment of XXX School?
3. As Vice-Chair, you would serve as proxy for the Chair. Do you feel comfortable leading a Board?
4. What are your organizational skills? Would you be able to manage the needs of the Board, including recommending training, maintaining important documents and ensuring the Board's adherence to the operating principles?
5. A key role for the Vice-Chair is to lead in the identification and cultivation of new Board members. Does that appeal to you? How would you talk to candidates about XXX School?
6. Have you ever led a strategic planning process? What resources do you recommend?
7. Do you feel comfortable serving in a leadership capacity and supporting the Chair in managing volunteers? Give us an example of a time you had to hold someone accountable.

## COMMITMENT

1. This is a working Board that, especially as a start-up, needs to support much of the "heavy lifting" associated with Boards. As a Committee Chair, you would be expected to lead by example for your committee. Are you able to commit to that effort?
2. Are you willing to make XXX School one of your top three philanthropic priorities?
3. Board members can often have different opinions on effective ways to move forward. How will you help the Board Chair encourage collaboration between committees and with school leadership?

4. Catholic school Board members must understand the relationship of the school to the supporting pastor/parishes. How will you encourage a shared vision and goals or navigate differences between the school and parish communities?

## NETWORKING

1. How would you engage and involve members of the school community in the activities of the school and Board?
2. Have you considered colleagues, friends or community members that would be a good fit for our Board? Why or why not?
3. What is your comfort level in representing XXX School at local community and Catholic events?