

Joining the Board

Interested in serving on the Board of Directors? This page explains how a candidate is considered and includes the candidate questionnaire the board uses. To put someone else's name forward (or your own), see **How to Nominate a Board Candidate**.

The process

1. **Express interest or be nominated.** Talk to any board member, or follow **How to Nominate a Board Candidate**.
2. **Complete the candidate questionnaire** (below). You can answer in writing or, if you prefer, talk through your answers with the committee on a call; they will write down your responses.
3. **Conversation with the committee.** The committee meets with you to discuss your answers and to answer your questions.
4. **Skills summary and proposal.** The committee writes a short skills summary and a proposal recommending you for a seat and, where it fits, a designation.
5. **Board vote.** The full board votes on the appointment at a regular or special meeting.

Questions? Ask any board member, or email the Vice Chairman at vicechairman@waukeshamakers.com.

What board service involves

- Board meetings are held **quarterly**, with extra meetings as needed. A virtual option is sometimes possible.
- Committee or project work between meetings.
- The legal duties of a director (care, loyalty and obedience to the mission). See **Organization Structure and Current Board**.
- New directors may be given a **designation** to train alongside an officer. See **Board Seats, Designations and Succession**.

Board Candidate Questionnaire

Thank you for your interest in serving on the Waukesha Makerspace Board of Directors. This questionnaire helps the committee understand your interests, skills and vision so it can recommend the best role fit. There are no wrong answers; we want your honest perspective. Take your time and answer as thoroughly as you like.

Section 1: About You

1. How long have you been a member of Waukesha Makerspace?
2. What initially drew you to the makerspace? What keeps you coming back?
3. What areas of the shop do you use most? What projects are you currently working on or interested in?
4. Do you have any prior board or committee service experience? (nonprofit, corporate, civic, HOA, etc.)
5. What is your current profession or occupation? (Brief description of your role and relevant skills)

Section 2: Board Interest and Motivation

6. Why are you interested in serving on the board?
7. What do you think you would bring to the board that isn't currently represented?
8. What does Waukesha Makerspace's mission mean to you personally? For reference, our mission: "Waukesha Makerspace Inc empowers individuals, enriches our community, and supports environmental stewardship by fostering hands-on learning, innovation, and collaboration through skills and technology in a supportive, healthy environment."
9. Where do you see Waukesha Makerspace in 2 to 3 years? What role would you like to play in getting there?

Section 3: Board Roles and Responsibilities

Our board has four officer positions and Member-at-Large seats. Under the Project Continuum framework, new board members may be assigned as a "designee": they train alongside a current officer to learn a specific role, without automatic succession.

10. Which of these roles interest you? Check all that apply and briefly explain why.
 - ☐ **Chairman Designee:** learn board leadership, meeting facilitation, organizational strategy
 - ☐ **Vice Chairman Designee:** support the Chair, step in when needed, lead special initiatives

- ☐ **Secretary Designee:** meeting documentation, record-keeping, member communications
 - ☐ **Treasurer Designee:** financial oversight, budgeting, financial reporting
 - ☐ **Member-at-Large (general):** governance participation without a specific officer track
 - ☐ **Other or not sure:** describe
11. Are there specific responsibilities you'd be excited to take on? (Examples: leading a committee, organizing events, managing a shop area, training coordination, community outreach)
 12. Are there any roles or responsibilities you'd prefer to avoid? (No judgment; this helps us find the right fit.)

Section 4: Committee and Leadership Interests

The board works through committees. Some existing and potential committees:

- Education, Classes and Training
 - Facilities and Shop Improvement (Barnraising)
 - Membership and Member Experience
 - Marketing and Outreach
 - Finance and Fundraising
 - Governance and Policy
 - Technology and IT
 - Events and Open House
13. Which committees would you be most interested in joining or leading?
 14. Do you have experience leading teams, committees or projects? If so, describe briefly.
 15. Is there a committee or initiative that doesn't exist yet that you think should?

Section 5: Availability and Commitment

16. Board meetings are currently held quarterly (with additional meetings as needed). Can you commit to attending these meetings?
 - ☐ Yes, in person
 - ☐ Yes, but may need a virtual option occasionally
 - ☐ Other
17. How many hours per month could you realistically dedicate to board or committee work, beyond meetings?
18. Are there times of year when your availability is limited? (travel, seasonal work, etc.)

19. Do you have any potential conflicts of interest to disclose? (financial interests, competing organizations, family relationships with members, etc.)

Section 6: Skills and Strengths

20. Rate your comfort level in each area (1 = not comfortable, 5 = very comfortable):

Area	1	2	3	4	5
Public speaking and presentations					
Written communication and documentation					
Financial and budgeting					
Strategic planning					
Conflict resolution					
Teaching and mentoring					
Project management					
Fundraising and grant writing					
Community outreach and networking					
Technical and hands-on shop skills					

21. What professional skills from your day job translate well to board service?

22. Is there anything else you'd like the committee to know about your background, skills or interests?

Section 7: Vision and Values

23. What do you think is working well at Waukesha Makerspace right now?

24. What's one thing you'd change or improve if you could?

25. How do you handle disagreement in a group setting?
26. What does "community" mean to you in the context of a makerspace?

Related pages

- **How to Nominate a Board Candidate**
- **Board Seats, Designations and Succession**
- **Organization Structure and Current Board**

Revision #1

Created 2026-10-22 17:45:00 UTC by Kerr, Casey

Updated 2026-10-22 17:45:00 UTC by Kerr, Casey