

 Meadows Arts and Technology Elementary School	Board Member Recruitment Committee Charter	
	Last Reviewed/Revised: 12/12/2016	Effective Date: 5/19/2014
Reference Number: BB-REC-12122016	Original Author: MATES Board	Status: Active

PURPOSE:

The MATES Board of Directors has established a Board Member Recruitment Committee whose purpose is to identify and recruit qualified candidates for election or appointment to MATES Board of Directors.

MEMBERSHIP:

The Board Member Recruitment Committee will consist of a minimum of four members that include parents from both lower grades and upper grades and two members of the MATES certificated or classified staff. The Chair of the Committee will be appointed by and serve at the discretion of the Board of Directors for a two year term. No Board members nor the Executive Director shall serve on the Committee.

CANDIDATE NOMINATION AND APPOINTMENT REQUIREMENTS:

The Board Member Recruitment Committee believes that it is in the best interest of MATES and its stakeholders to obtain highly qualified candidates to serve as members of the Board of Directors. The Board Member Recruitment Committee will seek candidates for election and appointment that possess the integrity, leadership skills and competency required to direct and oversee the MATES management, financial strength, educational quality, and diversity of MATES in the best interests of its stakeholders, families, students, the community it serves and other affected parties.

The Committee shall recruit candidates who are willing to regularly attend Board of Director’s meetings, to participate in Board of Director development programs, to develop a strong understanding of the school, its purpose, vision and requirements, to contribute their time and knowledge to the MATES I and to be prepared to exercise their r duties with skill and care.

In addition, it is recommended that each candidate have or acquire a general understanding of all governance concepts and the legal duties of a director of a public agency.

1. RESPONSIBILITIES:

- 1.1. The responsibilities of the Board Member Recruitment Committee shall include:
 - a. Developing a pool of potential directorial candidates for consideration to fill vacancies on the Board of Directors.
 - b.. Following the guidelines and criteria for the screening of directorial candidates as outlined in the Board Member Recruitment and Election/Appointment Policy
 - c.. Developing and obtaining Board approval of a calendar for candidate recruitment, processing, and deadlines for applications, Parent Board member elections, certification of election results, and presentation of community

candidates for Board appointment in time for seating elected and appointed directors at the Annual Meeting of the Board of Directors

- d. Verifying number of available Board positions by conferring with the Board to determine the net number of Board vacancies that will need to be filled with a) parents or guardians of MATES students via parent election process and b) community members.
- e. Receiving all candidate documents for open Board positions. The Board Member Recruitment Committee's job is to receive the documents, confirm the validity of each candidate's interest, including the Committee and/or its Chair meeting with candidates, and communicate any issues regarding the completeness and/or accuracy of the documents to the Board of Directors. Candidates may not submit their application directly to the Board or any group other than the Board Member Recruitment Committee.
- f. Ensuring that candidates meet defined submission deadlines to remain eligible for consideration as a candidate. The Board must be notified of new candidates or changes in the status of a candidate by the Board Member Recruitment Committee in writing at the next scheduled Board meeting or verbally by the Chair if insufficient time is available to convene a meeting of the Committee for such purpose.
- g. Informing candidates that if elected, they will be subject to a background check and fingerprinting.
- h. Submitting all minimally qualified candidate names and documents to the Board prior to beginning the election/appointment process.
- i. Creating and distributing the election ballot containing the names of all minimally qualified Parent-Board candidates as defined in the Board Member Recruitment and Election/Appointment Policy. . Assisting MATES staff in the counting and certification of election results as defined in the Board Member Recruitment and Election/Appointment Policy. Announcing the election results to fill Parent-Board vacancies to the Board of Directors, the candidates and the public/community.

2. RECRUITMENT PROCESS:

- 2.1. The Committee shall encourage the Executive Director, all Board members, MATES certificated and classified staff, and current and past MATES parents to submit names of potential candidates to the Committee.
- 2.2. Additional names of candidates for election to the Board of Directors will be solicited by the Board Member Recruitment Committee from sources deemed reasonable by the Committee, including the MATES website and any appropriate community media sources.
- 2.3. Board Member Recruitment Committee shall confirm that each candidate has submitted all documentation as required by this Charter.
- 2.4. All submission deadlines must be met with no exceptions, unless specified by the Board due to extraordinary circumstances that were unforeseen when the deadlines were established. Late submissions will result in disqualification from the election

- of Parent-Board members and the appointment of Community-Board members..
- 2.5. Parent-Board Candidates are encouraged to attend one of the scheduled informational meetings conducted by the Board Member Recruitment Committee.
 - 2.6. Candidates will be offered the opportunity to make a speech at the Board of Directors open meeting at which the candidates are introduced. The maximum speaker length for this purpose will be defined by the Board and communicated to candidates in advance of the meeting date,
 - 2.7. Candidates for Parent-Board positions are encouraged to write a candidate statement no longer than one page to be posted on the MATES website
 - 2.8. Candidates for Parent-Board positions are encouraged to write a statement to be included on the ballot.
Maximum word limit will be determined by the recruitment committee and communicated in advance of the ballot date.
 - 2.9. Candidates for Parent-Board positions will be offered the opportunity to be present at a minimum of two “meet and greet” sessions for the MATES community. The Board Member Recruitment Committee will pre-schedule two to four of these sessions at various times both before and after school hours.

BOARD MEMBER ELECTION TIMELINE

Board to Appoint Recruitment Committee Chair	September
Recruitment Committee Formed	October
Candidate Recruitment	October - March
Parent-Board Candidate Application Deadline	Second Thursday in March
Parent- Board Candidates Announced to Board and determination of ballot order	March Board Meeting
Community-Board Candidate Application Deadline	First Friday in April
Community-Board Candidate(s) Announced to Board and all Board Candidates may present statements to the Board	April Board Meeting
Comments by all Board Candidates	First Board Meeting in May
Election of Parent-Board Candidates	First Week In May
Announce Results of Parent-Board Candidates	First Week in May
Board Appointment of Community-Board Member	Second Board Meeting in May
New Board Member (s) Installed	June Board Meeting

MEETINGS AND REPORTS:

Meetings of the Board Member Recruitment Committee will be held at the discretion of the Chair of the Committee. The Committee shall provide the Board of Directors with a

report of the committee's activities and proceedings, as appropriate. The Committee will maintain written minutes of its meetings, which will be filed with the minutes of the meetings of the Board of Directors.

NON-COMPLIANCE TO POLICY:

Violations of this policy may result in the Board Member or employee being subject to disciplinary action in accordance with Board disciplinary policy and administrative regulations. Non-compliance by Board Candidate may result in the candidate being de-certified from the election and/or eliminated from the election ballot.

GOVERNANCE:

The MATES Board and Executive Director will be responsible for monitoring adherence to the policy.

REVIEW CYCLE:

The MATES Board will be responsible for reviewing the policy every two years or more frequently as required.

REVISION HISTORY:

<u>Policy Version:</u>	<u>Effective Date:</u>	<u>Revision:</u>
BB-REC-05192014	05/19/2014	Original Version
BB-REC-12122016	12/12/2016	Updated in accordance with every two year review. Significant changes made throughout to include the appointment process and timeline for Community-Board members.