

Model for New School Board Member Recruitment Process

First...

- Create a Nominating Committee (Board Secretary – Chair, 2+ additional board members)
- Nominating Committee to formalize/enforce Board structure
 - Number of members; fixed terms (3 years, 1/3 turnover every year)
 - Standards/requirements for members
 - Board election process/calendar, including officer elections

Date	Task	Explanation	Responsibility
Nov/Dec	Nominations	Collect nominations for Board/Board Committees <ul style="list-style-type: none"> • (Optional) Ads in church bulletins, school newsletters for Board Committee members • Principal/Pastor recommendations (outgoing/previous local school board members, from school or not) • Other recommendations (word of mouth, etc.) 	<ul style="list-style-type: none"> • School Board Nominating Chair/Committee determines skills/talents desired on the Board after discussion with Board members • Nominating Chair/Committee places ads, collects nominations • Superintendent (for Dioc. School Bd), Pastor (for local School Board) approves nominees
Jan	Invitations	Invite nominees to attend Board Educ. meeting <ul style="list-style-type: none"> • Invite via letter; follow-up via phone 	<ul style="list-style-type: none"> • Nominating Chair/Committee
Feb	Education	Hold meeting to educate nominees about Board <ul style="list-style-type: none"> • Who is on the board? – introduce members • What does the Board do? • What “jobs”/skills are needed? (on committees or on board) 	<ul style="list-style-type: none"> • Nominating Chair/Committee organizes/runs meeting • Board members attend meeting • Board Chair/Committee Chairs create job descriptions
Mar	Personal Statement	Follow-up with all nominees who are still interested in seeking board/committee membership <ul style="list-style-type: none"> • Letter of recommendation (Pastor, Principal, other) • Why would you be a good board/committee member? • How are you interested in serving? 	<ul style="list-style-type: none"> • Nominating Chair/Committee assigns every nominee to a current board member • Board members call every nominee <ul style="list-style-type: none"> ○ Invite nominee to write a personal stmt. ○ Guide nominee through the process ○ Answer questions • Nominees invited to attend March Bd meeting
April	Reco/Vote	Provide recommendation to the board with rationale; vote to approve new members	<ul style="list-style-type: none"> • Principal/Nominating Chair/Committee get Pastor approval of slate • Nominating Chair/Committee provides recommendation to the Board • Chair asks for Board approval/vote
April	Notification	Formally notify new board/committee members	<ul style="list-style-type: none"> • Bishop (for Diocesan School Board) or President (for local school board)

