



Board Nomination and Orientation Standard Operating Procedures

The Governing Board is responsible for the legal, financial, and policy aspects of the school. It consists of parents and community members and non-voting members, including the Executive Director, Pedagogical Director, Business Manager and two members of the Pedagogical Council.

Purpose Statement: To outline the procedures for nominating, interviewing and onboarding new Governance Board members. To have concise and straightforward procedures to be carried out by Governance Committee members.

Guidance: This document was created based on requirements of bylaws, best practices, and Utah State Charter School review guidance.

<https://www.celpr.com/new-school-board-onboarding-3-simple-steps/>

<https://www.utahcharters.org/sample-forms-policies>

<https://mountainsongschool.org/governance>

Components:

Application Documents

Procedures for reviewing board applicants

Onboarding Process

Bylaws

Mentorship

Offboarding

Candidate Application Process:

Below are outline the steps and process that will take place to review and select interested applicants.

The Governance Committee (GC) will administer the process and ensure the candidate has appropriate understanding of the process. GC will use the following relevant documents to evaluate candidates:

- Candidate questionnaire
- Evaluation matrix
- Candidate resume

New board member interview / selection process

- Candidates may directly express interest, the Board may do a call at large or a Board member may recommend a candidate for review and fit.
- Governance committee will facilitate the following steps:
 - Requests candidate's resume and Board Nominating Questionnaire and determines if a candidate should be interviewed.
 - GC sends initial submittal to the Board to solicit any concerns or questions prior to interview
 - GC will facilitate a candidate interview with member of GC, Board of Trustees, and ED should always be invited.
 - GC completes the Evaluation Matrix and discusses whether candidate should continue in the board nomination process.
 - If GC and Administration are aligned on recommending the candidate for board membership, GC sends email to the full board outlining why the candidate is being recommended (e.g., candidate's strengths and weaknesses, candidate's resume, reasons why candidate is a strong fit for the board, potential committees for candidate)
 - Candidate then attends the next relevant board meeting to meet the board members and answer any questions from the board.
 - At the end of the meeting, the candidate leaves and the board votes on the candidate's board membership
- GC informs candidate of the board's decision prior to the upcoming board meeting.
- If the candidate's nomination is successful, the board assigns the candidate to the appropriate committees based on review and relevant experience
- A board member is assigned to new trustee as a mentor for Orientation Process

Board member onboarding/orientation process

Governing Board members serve for three year terms that can be renewed for up to two terms. Each Board member is expected to be an active participant on Board Committees, including but not limited to Audit, Finance, Policy, Fundraising, Governance and Recruitment, School Land Trust, and Strategic Planning.

A member of the Governance Committee will oversee the onboarding process and supply documents to new members.

Mentor sends new board member all necessary documents:

- Board Handbook
- Board Member Agreements (to be signed and given to Emily)
 - Non-disclosure agreement
 - Board member agreement
- WWCS Practices, Expected Outcomes, Goals
- Charter School Governing Board Annual Requirements
- Annual Board Calendar Draft
- Board Compliance Items
- GC connected new member to Admin for help scheduling background check and fingerprinting
- GC sends candidate relevant trainings; new board member has 3 months to complete the trainings
- Admin sets up wasatchwaldorf.org email for new member and each committee's chair adds new member to all relevant files and folders on the Google drive and upcoming meetings.

Board member offboarding process

- Deactivate wasatchwaldorf.org email address for board member
- Delete wasatchwaldorf.org email address for board member from all Google drive folders and files
- Exit Interview/Board Evaluation conducted by board Chair/Vice Chair and one other board member