



# Rochester Academy Charter School

Respect \* Accountability \* Character \* Success



## Board Member Recruitment Process

The Governance Committee of the board takes the lead in finding and recruiting new trustees to the board of trustees. The Committee will look to all Rochester Academy Charter School (RACS) Board of Trustees members to participate in recruiting new trustees. The process for nominating and approving new RACS trustees is as follows:

1. Annually, the Governance Committee conducts a skills inventory of the Board of Trustees and develops a prioritized list of needs that is approved by the full Board. If the number of members will become less than seven or a member with certain expertise will be needed on the Board, the Board chair will ask all Board members to recommend highly qualified individuals to fill the vacancy.
2. Potential candidates are recommended to the Governance Committee. Any Board member may recommend an individual for Board membership. The recommended individual should have expertise in at least one of these areas: education, scientific research, financial services, human resources, nonprofit administration, business administration, law, real estate and building renovation, and technology. The Board may request an informal interview with the recommended individual.
3. A member of the Governance Committee conducts an initial phone screening to explore the background and qualifications of the potential trustee.
4. If the potential trustee seems likely to be a good fit for the board or a board committee, the candidate is invited to the school to meet a trustee and the CEO and to participate in a lengthier in-person interview. At this point, the candidate is given written committee and/or trustee job descriptions and expectations and is questioned about his or her ability to comply with all requirements.
5. The candidate is invited to join a committee after reviewing the committees' roles and responsibilities. The candidate is expected to attend a minimum of three committee meetings before being eligible for nomination to the board when a vacancy occurs.
6. If the candidate remains a fit for the board, the candidate is invited to attend the next scheduled trustees meeting. The candidate is also asked to forward a copy of his or her résumé to the Governance Committee.
7. The potential trustee's résumé is forwarded to all Board of Trustee members in advance of the meeting that the potential trustee is planning to attend.
8. When the potential trustee attends the board of trustees meeting, the candidate is given a copy of the following documents:
  - RACS Application
  - RACS Board Handbook
  - RACS Board of Trustees committee job descriptions
  - RACS Board of Trustees meeting minutes from the past calendar year
9. If the potential trustee continues to be interested in joining the board after the candidate attends a



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meeting, and the Governance Committee finds that the candidate shares philosophical alignment with the mission of RACS and possesses useful capacities for the board, the Governance Committee will recommend to the full Board of Trustees that the candidate be nominated to the full board.

10. If nominated to the full board of trustees, there will be a voting to accept or reject the approval of the new trustee.
11. Once a new trustee is approved, the candidate will be requested to complete all necessary paperwork for our charter school authorizer.
12. New trustee may accept the invitation after the information sessions described previously and receiving the approval from the charter authorizer.
13. Once a new trustee accepts the invitation, the candidate will be provided an orientation.