

Board Nominations Proposed edits 1/17/19

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Purpose

This policy outlines the steps involved in the nomination of Board members.

Duration

This policy is permanent, but it is subject to yearly revision by the Board Chair and **Nominating Subcommittee**.

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Policy

The ANCS **Nominating Subcommittee** is elected by and accountable to the Board of Directors to recruit Board members who shall carry out the mission, vision, and strategic plans of ANCS.

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In accordance with the values of ANCS, the **Nominating Subcommittee** shall seek to ensure that the Board of Directors is inclusive and at least parallels the diversity of our community. If there is a high degree of diversity at the Board leadership level, we hope that our policies, priorities, and plans will include those diverse perspectives.

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SECTION 1. The **Nominating Subcommittee**

1. No later than the October Board meeting, the current Board Chair will appoint a current Board Member to Chair the **Nominating Subcommittee**. This Chair will solicit interested Board Members to form the **Nominating Subcommittee** team members for the upcoming board recruitment cycle.
2. No later than the December Board meeting, the **Nominating Subcommittee** Chair will present the complete list of Board Members to serve on the **Nominating Subcommittee** for the upcoming board recruitment cycle. The Board votes to approve the recommended **Nominating Subcommittee** no later than the December Board meeting.
3. The **Nominating Subcommittee** will solicit and review nominations, and bring a recommended slate of Board members to the Board for approval no later than the June Board meeting.

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4. The **Nominating Subcommittee** will include at least the Board Chair or Chair-Elect/Vice Chair and a non-voting member of the faculty and staff (i.e. Executive Director).
5. The Chair of the **Nominating Subcommittee** is a current Board Member and is to be appointed by the Board Chair. The Candidate should be a fully engaged, active member of the board with the time required to successfully execute the annual recruitment process.
6. Three to four additional Board Members will serve on the **Nominating Subcommittee**. Limited additional members of the school community may also be appointed (for example, a member of the PTCA Executive Committee, a community member with board leadership development experience, etc).
7. Sessions of the **Nominating Subcommittee** regarding individual candidates shall be considered confidential.
8. At the first **Nominating Subcommittee** meeting each year, the Subcommittee shall review the **nominating** policy and procedures and recommend changes to or continuation of the existing policy and procedures to the Board of Directors.

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SECTION 2. Call for Nominations

1. After determining the Board positions to be filled, a call for nominations for Board members will be made to the community no later than February, allowing at least two weeks for a response.
2. This call for nominations will be distributed to all current families and faculty and staff. It will be posted on the ANCS website, social media, and other areas to enhance recruitment efforts of non-parents.
3. The notice will describe the skills and experience the **Nominating Subcommittee** is seeking and ask suitable interested candidates to complete a application, including personal profile information and references, by the close of the nominations period.

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SECTION 3. Vetting of Candidates

1. Upon the close of the nominations period, the Nominating Subcommittee will review all applications and select a number of candidates to be interviewed.
2. Interviews of selected candidates will be conducted in person by the **Nominating Subcommittee**.

3. Candidates who are selected for an interview will be encouraged to attend a Board meeting.
4. At least one reference will be consulted for each finalist prior to being added to the slate of Board nominees.

Persons submitting their names will receive a package of information about ANCS. The package will contain the following:

- o The election process, as determined by ANCS Bylaws and this policy
- o Expected commitment and applicable Board job descriptions
- o An overview of the ANCS mission and vision

2. SECTION 4. Filling the Slate, Presentation, and Approval

1. To prepare a slate of Board nominees, the **Nominating Subcommittee** will first consider those Board members who wish to renew their membership for another term, providing those members have demonstrated by meeting attendance and active participation an interest and commitment to ANCS.
2. In filling the slate, the **Nominating Subcommittee** will consider continuity, access to new or a variety of networks in the community, skills, and diversity.
3. The **Nominating Subcommittee** will then choose from the submitted applications those persons who are considered to best meet the needs of the Board.
4. The full Board shall consider and vote on the slate of Board nominees as recommended no later than the June Board meeting.

Resources

For the Nomination form, see [Policy Forms](#).

Approval

Policy approval date:

11/19/13

Policy effective date:

11/19/13

Policy review date:

08/17

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