## Board Recruitment and Vetting Process

1. The Board of Trustees identifies potential board candidates based on the following criteria:

   - Expertise and skills aligned with the school's needs such as: development, strategic planning, senior management/leadership, accounting/finance, fundraising, law, marketing/PR, governance, facilities/real estate, education, community representation, human resources, etc.
   - Belief in charter schools and, more specifically, in the school's mission, vision, and approach.
   - Passion for and commitment to youth and education.
   - Availability and time to participate fully in governance and board activities.
   - Access to personal networks capable of assisting the school.
   - Ability to work well in groups and to put group goals before personal agenda.
   - Previous experience serving on a Board of Trustees.
   - Familiarity with or interest in the community served.
   - Addition of diversity to the board as defined by age, race, socioeconomic background. or gender.

2. Individual board of trustee members may recommend prospective board candidates, who meet the above criteria, to the Governance Committee Chair (typically the Board Chair). However, board of trustee members should speak with potential candidates, discuss the school with them and assess their suitability and interest in serving on the board before suggesting the candidate to the Governance Committee.

3. Individual board members should forward strong candidates' names, resumes, and contact information to the Governance Committee for review and consideration. A member of the Governance Committee will contact the candidate, facilitate the vetting process, and serve as contact person for the candidate.

4. Candidates who appear to meet the above criteria will be asked to meet with two board of trustee members (the Board Chair and/or a member of the Governance Committee) and the Head of School, typically for breakfast/coffee/tea, to further assess their potential to contribute to the Board of Trustees.

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5. If a potential board of trustee member continues to be interested in joining the board, he/she will be invited to tour the school with a member of the Governance Committee and/or the Head of School. It is **strongly recommended** that the tour occur during school hours, so the potential trustee candidate can see the Ivy Hill Prep approach to academics. However, understanding that work schedules may not permit a tour during the school hours the candidate may in the alternative attend an Ivy Hill Prep event or tour the facility at a mutually convenient time.

6. If the candidate continues to be interested in joining the board, he/she will be invited to observe a board meeting. When the potential board of trustee member attends the board meeting, he/she will be given a copy of the following documents:
   - Charter application summary
   - Board member job description/agreement
   - Board of Trustees committee job descriptions
   - Board of Trustees meeting minutes from the past a past meeting.
   - State charter school legislation
   - Any other literature the Governance Committee believes will assist in understanding the role of charter school governance.

7. The vetting process timeframe could take anywhere between two (2) to three (3) months where the prospective board member participates in board/committee meetings and/or school events. If after thoroughly vetting a prospective trustee through this process, the Governance Committee finds that the candidate is aligned with the school's mission and possesses critical capacity for the board, the Governance Committee will formally recommend to the full Board of Trustees that he/she be approved to submit to a background check and prepare a new board member application for the authorizer.

8. The candidate will submit to a background check and provide the results to the board before the board can formally adopt a resolution approving the candidate as a trustee. The candidate will then submit all necessary disclosures, documents and board resolution to the authorizer for approval.

9. Once a new board of trustee member is approved, the Governance Committee will provide the new member with, the school's bylaws and a schedule of board meetings.

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10. The Governance Committee will schedule an orientation session for new board of trustee members to ensure they have the information needed to understand their role and responsibilities and can quickly become effective board members. The Board's practice is to bring on a cohort of new board members (two to three individuals) at the same time so that they may participate in one orientation together.

11. The Governance Committee, along with the Board Chair, should also facilitate Committee assignments for new board members.

## Orientation for New Board Members

The Governance Committee will conduct a new board member orientation process, to include:

1. **Orientation session for all new board of trustee members:** Go over background material about the school and bring new members up to date on issues facing the board. Describe the school's mission, vision, and values, who the school serves, and the school design. Review meeting attendance requirements (for both full board and Committees) and Committee assignments.

2. **Introductions to Other members:** Introduce new board of trustee members to the Board Chair and other officers, and Committee and Task Force members.

3. **Governance training:** Provide training on governance versus management, board manual, school bylaws, minutes of previous board meetings, annual report, annual audits, financial reports, strategic plan, and other key documents.

4. **Assign a board of trustee mentor:** The board of trustee mentor will check in with the new board member and answer any questions the new board member might have.

5. **Board professional development:** Provide an overview of the board's professional development activities and identify how the Governance Committee will bring new board members up to date on professional development topics.

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