

## Policy 00007b: Board Member Selection (and Orientation)

### Control Information

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A	July 1, 2008	Initial Release	M. Hazelton
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## 1. POLICY

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It is the policy of the Inavale Community Partners (ICP) Board of Directors to maintain an effective Board that represents the community by selection of qualified Board members and works effectively with existing leadership. Board members are the keepers of the vision and mission of the ICP and Muddy Creek Charter School. Among the desirable skills and attributes of Board members are: Part of the agricultural community; Parent of MCCS student; Teaching professional; Administration professional; Professional in legal, business and/or finance matters; Part of the rural community; Grant writing skills. The number and term of board members is set by the ICP by-laws.

### 1.1. Objective:

The objective of this policy is to;

- 1.1.1. describe how prospective Board members are identified (Section 2),
- 1.1.2. describe steps for new Board member selection (Section 3) and
- 1.1.3. guide orientation of new Board members (Section 4).

### 1.2. Replacement of Board Members in the Middle of a Term:

If the new member fills a vacated seat, s/he serves the remainder of the term.

## **2. Identification of Prospective Board Members**

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The ICP Board of Directors will encourage a pool of persons interested in serving on the Board from which members can be identified as appropriate to represent the community.

### **2.1. The Candidate Pool:**

A pool of interested persons is maintained by;

- 2.1.1. the Board or a Board member soliciting a community member or
- 2.1.2. a community member expressing willingness to serve directly to the Board.

In either case, the prospective board member shall submit a letter to the Board expressing his/her interest.

## **3. New Member Selection**

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The ICP Board will select from the candidate pool after review and consideration of the existing Board make-up and review of candidate fit.

### **3.1. Responsibilities of the Selected Candidate:**

To be considered for an open board position, the selected candidate shall;

- 3.1.1. submit a written application for membership to include; (1) a letter of interest describing qualifications and reasons for joining; (2) a resume; and (3) declaration of any potential conflicts of interest.
- 3.1.2. complete an apprenticeship period that consists of attending and participating in at least six (6) consecutive ICP Board meetings and completing one Board-related project in a timely manner;
- 3.1.3. complete a short interview at a Board meeting about candidacy; and
- 3.1.4. review the orientation materials (Section 4).
- 3.1.5. The prospective Board member will, after completing the list above, arrange meetings with each Board member to understand each Board member's perspective and to share the candidate's own perspective

### **3.2. Selection of Candidate to be Board Member:**

Election of candidate to fill a Board position will be done at an open meeting.

## 4. New Member Orientation

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New ICP Board member shall perform a number of tasks to assist her/him in rapidly becoming a contributing member.

### 4.1. Inavale Community Partners Orientation:

The selected candidate will read and review with a Board member as necessary, to the satisfaction of the President, the following:

- 4.1.1. Corporate By-laws.
- 4.1.2. Roster of Officers and Directors.
- 4.1.3. Mission/Vision Definition.
- 4.1.4. ICP Insurance Policies.
- 4.1.5. Relevant Oregon Revised Statutes
- 4.1.6. Public Meeting Law.
- 4.1.7. Policies and Procedures.
- 4.1.8. Strategic Development Plan. (Record 00002).
- 4.1.9. Board Accountability Calendar (Policy 00013)
- 4.1.10. Other ICP project documents.
- 4.1.11. The rules of voting.

The new Board member will read and review with a Board member as necessary, to the satisfaction of the Secretary, the following:

- 4.1.12. Meeting Minutes as determined by the Secretary of the Board
- 4.1.13. Web Presence.

The relevant Officer or Board member will report satisfactory completion to the Board.

## **4.2. Muddy Creek Charter School Orientation:**

The new Board member will read and review with a Board member as necessary, to the satisfaction of the President, the following:

- 4.2.1. Muddy Creek Charter School (MCCS) Charter and Lease agreement with Corvallis School District.
- 4.2.2. MCCS History.
- 4.2.3. MCCS Accountability Calendar(s) (Policy 00017)
- 4.2.4. Insurance Policies.
- 4.2.5. Relevant Oregon Revised Statutes
- 4.2.6. Strategic Development Plan (Record 00002)
- 4.2.7. Current Operations Budget and five-year estimates.
- 4.2.8. School Improvement Plan.
- 4.2.9. Policies and Procedures.
- 4.2.10. Other relevant materials.

The President will report satisfactory completion to the Board.

## **5. New Member Orientation**

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A Board member can be removed from the Board by vote of the other members.