

## Title: Board Member Selection (and Orientation)

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Revision	Date	Revision Description	Originator
A	July 1 2008	Initial Release	M. Hazelton
B	Jan 7, 2010	Revision	C. H. Horning
C	Sept 15, 2011	Revision	K. York
D	7/17/2014	Number and format revision	Melissa Harris

## Board Member Selection (and Orientation)

### 1. Board Member Selection Philosophy

It is the policy of the Inavale Community Partners (ICP) Board of Directors to maintain an effective Board that represents the community by recruiting and selecting qualified Board members. Board members are the keepers of the vision and mission. ICP utilizes the Candidate Experience Matrix to insure that the membership of the Board represents the skills and attributes needed for effective leadership. 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).

### 2. Identification of Prospective Board Members

The ICP Board of Directors will maintain 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:

The pool of interested persons is added to by:

- 2.1.1. A Board member soliciting a community member after discussion with the Board; or
- 2.1.2. A community member expressing interest in serving on the Board.

In either case, the prospective board member shall submit an application (see attached) to the Board expressing his/her interest.

### 3. New Member Selection

When there is a person interested in Board membership, in a prompt manner the Board will review his/her application using the Candidate Experience Matrix and taking into consideration the existing Board make-up.

### **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 completed application form and (2) declaration of any potential conflicts of interest.
- 3.1.2. Attend and participate in at least two (2) consecutive ICP Board meetings
- 3.1.3. Introduce him/herself at a Board meeting describing interest in joining the Board; 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 the Board President to discuss membership.

### **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**

The Board President will ensure that the new ICP Board member has an orientation within the first month or his/her membership, covering the contents of the Electronic Board Binder (including items such as the By-laws, Mission/Vision/Values Statements, and Policies and Procedures). Board members and the Executive Director will make themselves available for meetings if requested by the new Board member.

## Inavale Community Partners (ICP) Board Application

Thank you for your interest in becoming a member of the ICP Board. ICP serves the rural community in south Benton County, currently mainly through Muddy Creek Charter School.

If you are interested in an ICP Board position, please fill out this board biography and application form. The board job description is attached. Please sign both the application, and the job description. We will keep a copy in our files and send you a copy for yours. Thank you!

If you have any questions, contact the Board Chair, Erik Swartzendruber at (541) 754 2603.

Name: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

Office Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Best time to call: \_\_\_\_\_

What community do you live in and how long have you lived in that community?

Educational experiences:

Current type of work:

Past board – profit or non-profit – experience, including leadership positions held:

Please list any service organizations to which you belong.

Have you volunteered for ICP/MCCS before? If yes, in what capacity?

What is your interest in becoming a member of the ICP Board?

Will you be able to attend monthly Board meetings (2<sup>nd</sup> Thursdays 7:00-9:00pm)? What might prevent you from attending?

What other things would you like to share with the board about your background, hobbies, and/or family?

We use a matrix to keep a balance of skills and experience on our board. Please respond to the questions below so that we can see how you fit in.

age (30s, 40s, 50s...) \_\_\_\_\_  
gender \_\_\_\_\_  
county of residence \_\_\_\_\_  
parent of mccs student? \_\_\_\_\_

For the following, mark X if you have some experience in that area, XX if you are very experienced. K-8

education \_\_\_\_\_  
finance \_\_\_\_\_  
fundraising \_\_\_\_\_  
grants \_\_\_\_\_  
legal \_\_\_\_\_  
farm/ranch/ag \_\_\_\_\_  
science \_\_\_\_\_  
community connections \_\_\_\_\_  
public relations \_\_\_\_\_  
availability \_\_\_\_\_  
other board experience \_\_\_\_\_  
administrational professional \_\_\_\_\_  
professional in legal, business or finance matters \_\_\_\_\_  
part of rural community \_\_\_\_\_

Thank you!

signature: \_\_\_\_\_

date: \_\_\_\_\_