

# Board of Directors Nomination Protocol Patterson Park Public Charter School

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*March 21, 2012*

## **General Purpose**

The Board of Directors has a duty to ensure that it attracts and recruits the best possible candidates for open board positions, that open board positions are filled in a timely fashion, and that new board members meet critical needs and add value to the board's ability to govern Patterson Park Public Charter School. A written nomination protocol is an attempt to define the steps by which this duty is met and to outline the responsibilities and time table involved in the recruitment of new board members. This protocol is a cornerstone piece of the board's succession plan which will ensure the continued operation of the Board of Directors.

## **Nomination Procedure**

- The Governance Committee identifies vacancies and critical needs among the current roster of board members. Critical needs could include experience in areas such as finance, assessment or advocacy. Critical needs could also include relationships with key constituent communities or access to particular resources which could further the board's mission.
- The Governance Committee proposes a slate of potential candidates at the April meeting of the Board of Directors. Potential candidates should be evaluated on a number of key components of board effectiveness: What experience do they have with nonprofit/charter school boards? What areas of expertise can they bring to bear for the board? What resources can they provide to the board? What is their commitment to PPPCS and our mission?
- At the April meeting of the Board of Directors, the full board will evaluate the slate of candidates presented by the Governance Committee. The board will decide whether or not to offer membership to any of the proposed candidates. The names of any new Teachers at Large and Parents at Large, who are elected by their own constituencies, should be presented to the board at the same time.
- Between the April and May meetings of the Board of Directors all newly confirmed directors, TALs and PALs should receive a formal board orientation which includes an introduction to the charter and the school's mission, an introduction to board information practices, a review of the board's job description and expectations and signing of the Board of Directors Member Agreement and Conflict of Interest Statement.
- Newly confirmed board members, TALs and PALs will begin their term of service at the May meeting of the Board of Directors in accordance with the bylaws of PPPCS inc.
- *In the event that the Board of Directors is below full capacity, or a board member resigns outside of the nomination cycle, the board may nominate new board members at any meeting of the*

*Board of Directors. Orientation would then be conducted between the nomination meeting and the meeting at which the new board members begin service.*

## **Nomination Follow Up**

- Following the nomination, newly confirmed board members, TALs and PALs should be given a packet of information which contains:
  - A formal letter signed by the President of the Board of Directors welcoming the new members to the Board of Directors of Patterson Park Public Charter School Inc.
  - A copy of the Board of Directors Job Description and Expectations document
  - A calendar of important school and board events and significant dates
  - Information about the school's educational program, demographics and history
  - A copy of the Board of Directors Member Agreement and Conflict of Interest Statement.
- At the new board member orientation, the following need to be accomplished:
  - Review the Board of Directors Job Description and Expectations document and the terms of service as defined by the bylaws of PPPCS Inc.
  - Review the descriptions of the standing and ad-hoc committees of the Board of Directors
  - New members choose membership in a standing board committee
  - New members sign Board of Directors Membership Agreement, Confidentiality Agreement and Conflict of Interest Statement