

The Appointment Process for the Board of Directors and Board Committees of Westlake Charter School

Introduction

The relationship between the Board of Directors (Board), its committees, staff and stakeholders requires balance and communication. The makeup of the Board and its committees is essential to the long-term efficacy of Westlake Charter School (WCS) with strong leadership and dedicated members being necessary for success. This policy shall apply to all Community Representative appointments to the Board and all board committees. The process for Staff Representative appointments to the Board shall be handled separately from this policy.

Appointment Process

The Governance Committee (Committee), as approved by Board action on October 15, 2015, shall have primary responsibility for finding and recruiting new candidates for the Board of Directors and board committees. The Committee will look to the WCS Board and stakeholders to participate in recruiting candidates to serve as new directors and committee members. Stakeholders include, but are not limited to, parents of students attending WCS; staff members or employees of WCS; founding families of WCS, and interested community members.

The Committee shall carefully and strategically assemble a strong team with: 1) relevant and complementary skills, 2) a diversity of life experiences and training, 3) an ability to work well as of part of a group, 4) a willingness to devote substantial time to WCS, and 5) who passionately believe in WCS's mission. These factors are being used to ensure WCS continues to have a strong team able to come up with effective solutions to any issues that may arise.

The appointment process shall be as follows:

- 1) Annually, the Committee shall conduct a skills inventory of the Board and develop a prioritized list of needs to be approved by the Board.
- 2) Candidates are to be recommended to the President and Executive Director for review by the Committee. Candidates may also self nominate by submitting a letter of interest.
- 3) A member of the Committee will conduct an initial phone screening to explore the background and qualifications of candidates.
- 4) If the candidate seems likely to be a good fit for the Board or a board committee, he or she will be invited to WCS to meet with a Committee Member and the Executive Director and to participate in a lengthier in-person interview. The candidate will also be asked to forward a copy of his or her résumé to the Committee prior to this meeting. Candidates will be given copies of applicable Board Policies during this meeting detailing job descriptions and expectations of Board Members and Committee Job Descriptions. Candidates shall be questioned about their ability to comply with all requirements.



- 5) If the candidate remains a good fit for the Board or a board committee, he or she will be invited to attend the next scheduled Board of Directors meeting. The candidate's résumé shall be forwarded to the Board of Directors in advance of the meeting when the candidate is scheduled to attend.
- 6) If the candidate continues to be interested in joining the Board or a board committee after he or she attends a meeting, the Committee shall meet and determine whether the candidate shares a philosophical alignment with the mission of WCS and possesses useful capacities for the Board or a board committee as determined by the skills inventory. The Committee will then vote on whether to recommend a candidate to the Board. All Candidates obtaining a majority vote in support of recommendation from the Committee shall be nominated to the full Board for appointment.
- 7) The Board will vote to accept or reject the appointment of recommended candidates at its Annual Meeting. Stakeholders shall be given notice that appointments are to be made and that they have the right to address the Board during the meeting.
- 8) Once a new director or committee member is appointed, he or she will be provided an orientation and be requested to complete all necessary paperwork, such as Form 700s.