

BREVARD ACADEMY: A CHALLENGE FOUNDATION ACADEMY BOARD MEMBER DEVELOPMENT POLICY

OBJECTIVE: The board member recruiting/development committee has been charged with developing a proposed policy aimed at recruiting talented, service-oriented board members to serve on the BA-CFA, Inc. Board of Directors.

THE IDEAL CANDIDATE: The ideal candidate to assume the position of Director on the BA-CFA, Inc. Board of Directors should be able to demonstrate:

1. A sincere interest in serving on the Board of Directors
2. A connection with and commitment to the mission of Brevard Academy - CFA
3. A willingness to undergo necessary training and continuing development related to their service on the board.
4. An understanding that a Director must be a servant-first, not a leader-first
5. A history of having served faithfully and constructively on other community boards
6. The ability to contribute unique talents to the governance process
7. A respect for the boundary that exists between management and governance
8. An acknowledgment that service on the Board of Directors is service to the whole, rather than to any individual or advocacy group
9. A personal history of responsibility, respect for the rule of law and good stewardship
10. An amiable, collaborative and diplomatic nature

PROCESS: As a means of recruiting the appropriate candidate for Directorship, the committee has agreed that a process must be implemented in order to ensure selection of the ideal candidate. The proposed process shall be as follows:

1. *Need Basis:* Positions on the Board shall be filled on an annual, “as-needed” basis. The Board, at its discretion, may fill more than one position, one position or no positions.
2. *Season:* Because certain times of the year are not ideal for a thorough screening and consideration of candidates, the Board of Directors shall conduct its review of candidates beginning in April of each year. Candidate applications shall be taken in May and interviews conducted during July. Appointments to the Board shall be made in August of each year.
3. *Public Announcement:* In early April, the Board shall run a public advertisement announcing availability of openings on the Board of Directors. The public announcement should include the qualifications for Board membership, including those stated above. In addition, it shall be noted that qualified applicants must be free from any record of criminal charge, arrest or conviction.
4. *Application:* Each candidate shall submit for review a one-page application (see Attachment “A”) and a resume. Applications and resumes shall be reviewed by the committee and qualified applicants called upon to submit to an interview.
5. *Board Training:* The Board of Directors shall conduct a training retreat in June of each year. Applicants shall be asked to participate in the first-half of the training retreat which shall consist of fundamental governance training including roles and

responsibilities of a Director, parliamentary procedure and charter school law and operations. Participation in the board training shall be a condition of consideration for membership.

6. *Interview*: Those selected for an interview from the applicant pool will undergo a personal interview with members of the committee and heads of administration.

7. *Presentation to the Board*: Following the conclusion of all candidate interviews, the Board shall meet in closed session to receive a report from the committee detailing the results of the application and interview process.

8. *Motion*: The Chairperson of the committee shall make, in open session, a motion to appoint qualified applicant to the Board of Directors.

ATTACHMENT "A"
BREVARD ACADEMY: A CHALLENGE FOUNDATION ACADEMY
BOARD OF DIRECTOR APPLICATION

Please complete the following application for the position of "Director" on the Brevard Academy, Incorporated Board of Directors. All applicants will be subject to a complete criminal background review as a condition of consideration. Note that all information will be held in the strictest of confidence. Upon completion, **please submit this application with all attachments and a copy of your most recent resume** to the school ATTN: Board of Directors Chair.

Name: _____
 FIRST MIDDLE INIT. LAST MAIDEN

Current Mailing Address: _____

Current Physical Address: _____

On a separate sheet of paper (not to exceed two additional pages) provide responses to the following prompts.

Why you are applying to become a member of the Brevard Academy, Inc. Board of Directors.

How do you see your role as a board member affecting the future of the school?

What issues are you passionate about and how will those relate to your service on the Board?

Provide a summary of your role(s) on other community boards over the past five years.

The following items are required as a means of conducting a criminal background review and will be detached from this application prior to submission to the review committee.

List all Addresses Held in the Last Ten Years (Use additional sheets if necessary):

Date of Birth: / / Social Security Number: _____