# The Birches Academy of Academics and Art

# Board Nomination Policy

**PURPOSE**

It is the policy of The Birches Academy to implement a consistent, fair and thorough nomination process.

As cited from The Birches bylaws: The Board shall have a maximum of thirteen Trustees; voting and non-voting, but shall have no fewer than 6 voting Trustees. The Board shall include at least one parent of a pupil attending the School as well as at least one community member. The Dean of School shall be a non-voting member of the Board. One member of the Board shall be a teacher at the School who shall be a non-voting member of the Board. No greater than 25percent of the membership of the Board, or one Trustee, whichever is greater, may simultaneously serve as members of any other school board. No School employee shall be an officer of the Board. Every appointment to the Board is conditioned upon a satisfactory criminal background check and according to the Board Nomination Policy.

**PROCEDURE**

1. The Board will make a determination on what areas are needed for candidates to fill. These areas are: finance, curriculum, personnel, etc.; as well as a determination on whether the candidate would be a parent or a community member. In some circumstances, either a parent or community member is acceptable depending on the breakdown of the existing Board.
2. The Governance Committee will distribute information advertising the board opening with a description and requirements. This may include an email to the parent community, updates to the website and Facebook, notification to the Chamber, and any other outlet that would facilitate nomination.
3. Interested candidates should send a letter of interest and resume or qualifications letter to [trustees@birchesacademy.org](mailto:trustees@birchesacademy.org) for consideration.
4. The Governance Committee will monitor interest for 30 days and then evaluate prospective candidate applications against the needs of the Board.
5. The Governance Committee, the Board Chairperson, along with any other interested Board member, will meet, either together or separately, with prospective candidates. There should be at least two interviewers, ideally three, involved in the interview process. The candidate will receive, in advance, a copy of the Charter, the Board Bylaws, the Conflict of Interest Policy, the Board Nomination Policy and any other relevant document. The candidate, the interviewer, or any board member should identify any conflict of interest prior to the interview, if known. Any candidate must agree to fulfill the expectations outlined in The Birches policies and bylaws prior to nomination.
6. Candidates will bring three references to the interview and will be required to have a criminal background check with the State of NH prior to nomination. The criminal background check will be paid by The Birches Academy.
7. The Interviewers will meet to review and bring forth candidate(s) for an introduction and an interview at the next available Board meeting. Any candidate brought forth will have references verified prior to meeting with the full Board. Candidates must sign the Conflict of Interest Declaration and Acknowledgement of Good Governance and Etiquette Policy.
8. The Governance Committee will facilitate an open forum discussion at the next available Board meeting where members and candidates will have an opportunity to ask questions. Members will vote to nominate a candidate(s).