1. Purpose

The rotating nature of the SMHS governing board presents unique challenges in maintaining consistency in board membership. An informed and cohesive board requires ongoing, focused effort in the recruitment of quality board candidates.

Board membership and elections shall be in accordance with the SMHS bylaws, Article III, paragraphs 3.4 and 3.5.

2. Annual Board Recruitment Plan

August:

- Charter a Recruiting and Nomination (R&N) Special Committee
- The R&N Committee:
  - Reviews the board’s self-assessment surveys and the school’s staff and faculty board surveys
  - Identifies members who are term-limited or resigning
  - Assessment of continuation of first term board members.

September, the R&N Committee:

- Conducts a board needs analysis using the Strength, Weakness, Opportunity, and Threat (SWOT) process
- Identifies needed board member characteristics and specialized skills

October to December, the R&N Committee:

- Identify a pool of potential candidates

January/February, the R&N Committee:

- Presents to the Executive Committee the recommended board candidates
- With board chair approval, sends the agreed upon candidates an invitation letter
- Once a candidate expresses an interest the R&N Committee will send an indoctrination packet that includes the:
The R&N Committee Candidate shall:
- Encourage candidates to attend board meetings
- Coordinate a tour of the school by the president
- Ensure Corporate policies and procedures are accessible

March-June:
- The R&N Committee shall:
  - Conduct a final review of the applications and forward, with recommendations, to the executive committee
- The Executive Committee shall:
  - Coordinate and conduct candidate interviews, interviews are normally done by the board chair
  - Schedule the elections for the regular June board meeting
  - For appointed positions, recommend appointees for board approval no-later-than the regular June board meeting
- Newly selected board directors shall:
  - Sign the acceptance letter and COI form
- The board secretary shall:
  - Provide new members access the board’s shared drive
  - Ensure the SMHS website is updated with the new board member contact info and bios

3. Policy Scope
This policy applies to SMHS board members and candidate board members.
## 4. Policy Changes

<table>
<thead>
<tr>
<th>Version</th>
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<tr>
<td>Initial</td>
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<td>Version 1</td>
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Policy Owner: Executive Committee
Review Cycle: 12 Months