

Keystone Academy Charter School

Board Vacancy

December 2015

Board of Trustees Recruitment Process

- 1) The Board of Trustees currently has a vacancy that must be filled by a parent of a current KACS student (s).
- 2) The Board vacancy has been posted on the school web.
- 1) Persons who are interested in serving on the Board must provide to the school, by January 20, 2016.
 - a. a one-page statement indicating 1) how his/her membership on the board will benefit the school and 2) why he/she is interested in serving; and
 - b. a resume.
- 2) A sub-committee of the Board of Trustees will review the documents, interview each candidate and bring forward one recommendation for a vote of the full Board.
- 3) The Board of Trustees will vote to select the candidate at a Public meeting.
- 4) New trustees will be assigned to an A or B term and seated at the December meeting.
- 5) New trustees will be required to complete and submit a State Ethics form, Child Abuse, FBI and State Clearances. They must sign Confidentiality and Conflict of Interest forms.

Responsibilities

- 1) Governance – Board members must be able and willing to govern the school effectively. They must be willing to attend two monthly meetings and emergency meetings, and must serve on at least one sub-committee.
- 2) Trustees must be willing to attend board training workshops and to periodically attend sessions/seminars designed to enhance their skills and effectiveness.
- 3) Ambassadors – Board members must be ambassadors for the school. They must reach out to the community and serve as liaisons to benefit the school.
- 4) Sponsors – Board members must serve as sponsors of the school by donating their time and efforts on its behalf.
- 5) Consultants – Board members must possess and use their personal and professional skills and abilities to benefit the school and to foster its success.

Timeline

- 1) All documents from candidates are due to the CEO by January 20, 2016
- 2) A sub-committee of the Board will interview all candidates.
- 3) The Board will vote to accept/reject candidates at the February 2016 meeting.
- 4) New Trustees will be seated at the February 2016 meeting of the Board.