

## Board Development Team Policy

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**Policy Number: 203**

### I. The Board Development Team has three main purposes:

- A. Track the need for **Board candidates** and seek out and recommend nominations to fill open seats
- B. Monitor and track **Board training** to meet statutory obligations for both individual new Board members and ongoing development needs of the whole Board
- C. Develop and implement a **succession plan** to fill expected and unexpected open Board seats – while encouraging the development and cross training of leadership on the Board

### II. Track the Need for Board Candidates

In preparation for an upcoming election, the Team will work with the Board to access potential vacancies and determine who will be running. The Team will then meet to review possible candidates and contact and encourage them to run for open positions on the Board of Directors.

- A. It should be the goal of the Team to recruit a minimum of one more talented candidate per open seat on the Board allowing voters' choice in casting their votes.
- B. In the event that an elected Board member is unable to complete their term, the Board may refer to the election results for the current term and choose to appoint one of the remaining candidates to the open seat.
- C. The Team should encourage those interested in running for election to attend the monthly Board meetings to become familiar with the work of the Board.
- D. When requested by the Board, the Team may also make recommendations for individuals to serve on other committees (e.g., Finance and School Improvement/World's Best Workforce Committees).
- E. The Board Development Team is part of the official election process. However, nominations for elected positions are not limited to those contacted by this team. Self-nominations or nominations made from within the Spectrum community are also encouraged.

### III. Board Training

The Board Development Team will ensure individual Board members meet statutory obligations for both new and ongoing development needs of the whole Board.

*Minnesota Statutes, section 124E, Subdivision 7 – Training. Every charter school board member shall attend annual training throughout the member's term. All new board members shall attend initial training on the board's role and responsibilities, employment policies and practices, and financial management. A new board member who does not begin the required initial training within six months after being seated and complete that training within 12 months after being seated is automatically ineligible to continue to serve as a board member. The school shall include in its annual report the training each board member attended during the previous year.*

### IV. Succession Plan

- A. A board succession plan is a strategic document that outlines the process the Board will follow when replacing board members or board leadership. Cross training of leadership on the Board will be encouraged.
- B. This plan can help fill an existing vacancy or plan ahead for a future vacancy in one of these positions. This could be for an emergency departure in which an individual unexpectedly resigns or is removed from the position or a planned departure in which an individual's term limit is approaching or they announce an early departure.

- C. Succession planning falls under the School Board's fiduciary "duty of care." This means that board members are responsible for ensuring the long-term sustainability of the organization, including recruiting and maintaining effective leadership.
- D. Beyond responsible governance, boards pursue sufficient board succession planning for many reasons, such as:
  - 1. It allows them to obtain top talent for the team.
  - 2. It ensures a diverse team composition.
  - 3. It maintains balance on the board.
  - 4. It reinforces trust with stakeholders.
  - 5. It results in a more seamless transition between leaders.
- E. Establish an onboarding process
  - 1. Teach the individual about responsibilities and expectations – see Board Handbook
  - 2. Assess their progress as they get acclimated to the role. The Board Chair should check in bi-monthly.
  - 3. Integrate them into the organization's culture.
  - 4. Help them transition from the introductory period into independence in their position.

## **V. Composition of Team**

The Board Development Team shall consist of at least four members, made up of two Board members (either not running for an open seat or whose term is not ending), the Volunteer Coordinator, and an administrative office representative (other than the Executive Director). The Executive Director or Executive Administrative Assistant may participate in the meetings as a resource to the team.

## **VI. Responsibilities of the Board Development Team**

- A. Maintain confidentiality regarding all matters before the team.
- B. Keep under review the (ongoing) need for appointments.
- C. If needed, identify, contact, and encourage qualified candidates for the Board of Directors. Seek a balance of experience and abilities as requested by the Board.
- D. Report progress to the Board of Directors after each meeting.
- E. Update records of the Board search annually.

## **VII. Responsibilities of the Board of Directors**

- A. Appoint Board Development Team members in June for the upcoming school year.
- B. Determine which Board members' terms are up and whether they plan to run for the open seat.
- C. Establish desired skills and experience for the open seat(s).
- D. Follow up with the Board Development Team to ensure that meetings are being held.
- E. Review meeting summary.

## **VIII. Responsibilities of Administration**

To provide general support for the Board Development Team.

## **IX. Frequency of Meetings**

The Team should meet as needed and called by the team leader – at least two times annually (October and January).