



SCHOOL BOARD NOMINATING COMMITTEE GUIDELINES

The Nominating Committee, including the Pastor and Principal, shall identify potential school board members and present a slate of nominees to the board. The following eligibility requirements should be considered:

- Eighteen years of age or older
- Genuine interest in Catholic school education
- A credible witness of the Catholic faith; a member of a parish; or if non-Catholic, not opposed to the tenets of the Catholic faith.
- Ability to work with others to achieve consensus
- Ability to make time commitment for meetings, committee work, and in-services
- Willing to maintain confidentiality and high level of integrity
- Willing to support school philosophy and mission.
- Have a professional and personal life that is reflective of the teachings of the Catholic Church

* Experience and expertise in one major committee area encouraged

* Members of the school staff or their spouses, children, siblings, or parents shall **not** be eligible for board membership. Staff members may serve on board committees, but cannot be voting members of the board due to issues of confidentiality and conflict of interest.

1. Standing Committee actively solicits potential members, taking into primary consideration the key needs of the school as stated in the Strategic Plan, and targeting those people with the skill sets to assist in meeting those needs. Committee assesses the interest of those potential members and obtains the following information from each interested candidate:
 - * Biographical sketch (name, family, parish membership, occupation, parish/archdiocesan/civic involvement)
 - * Statement of candidacy/interest including their vision for the school; talents, expertise available to the board; willingness to give time, talent, energy and treasure (in accord with their capacity).
2. Committee reviews all candidate information and prepares its list of recommendations.
3. Committee submits its recommendations to the full School Board for their vote.
4. The full School Board submits its recommendations for membership to the Pastor of parish schools or to the Provost and Superintendent for Archdiocesan high schools.
5. The Pastor of a parish school or the Archbishop with the Provost's and Superintendent's recommendation decides which candidates to appoint to the School Board and issues a formal invitation to them to join the Board.

Where to Look for New Members

1. Remember, look first to the school's Strategic Plan and identify the priority needs of the school (marketing, financial planning, capital needs, etc.) and the skill sets needed to meet those needs. Then, actively search for candidates with those skill sets.
2. Consider constituencies beyond the current school community: alumni (particularly those who have been steady donors, indicating a support of the school), past parents, parishioners, local community members, businesspeople, and civic leaders, retired educators, grandparents (current and/or past). A diversity of constituencies and viewpoints can be very healthy for a board.
3. Members should not be selected to represent specific constituencies (i.e. an Alumni Rep) since each board member should represent the school community and not any one special interest group. (Every member votes their own conscience.)
4. Committee members should clearly articulate the purpose, direction and mission of the board when recruiting new members. It is vital to maintain an enthusiastic, responsible, and positive approach before the candidates, as well as before the school, parish and civic communities.

Examples of experience or expertise for Board Member selection

Strategic Planning Committee:

Data analysis
Finance
Education
Legal training
Facilities
Marketing
Goal Setting
Human Resources

Advancement Committee:

Marketing
Fund Raising
Advertising
Recruitment
Business/Sales

Nominating Committee:

Community Connections
Human Resources
Local Business
Active member/leader in community

Finance Committee:

Certified Public Accountant
Accounting skills
Legal training
Bookkeeping skills
Budgeting experience

Policy Development:

Human Resources
Education
Legal training

Orientation of New Members

1. The Board Chair and the Nominating Committee should work with the Principal to prepare a formal, annual in-service program or orientation for new members.
2. Topics to be addressed include the following: roles and responsibilities of board members, principal, and pastor; specific areas of board governance; expectations of members; meeting skills and procedures; maintaining confidentiality; difference between policy and administrative regulations and procedures; Archdiocesan policies; and school policies.
3. A packet of materials should be given to each new member including the following: church documents on education; school philosophy and mission statements; Archdiocesan guidelines for boards; Archdiocesan and local educational policies; parent/faculty/student handbooks; any marketing material distributed by the school.
4. Board In-Service Training is also available from the Archdiocese Office of Education, Evangelization and Catechesis during annual sessions held prior to the start of the school year.

Election of Officers of the School Board

The Nominating Committee shall be responsible to prepare a slate of nominees to be elected as officers of the Board. The Nominating Committee Chair shall conduct the election of officers for appointment by the Pastor or Head of School/President.