



Kua O Ka Lā

A New Century Public Charter School

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KOKL Board of Directors Recruitment and Selection Procedures

Develop an Initial List of Prospective Board members

Align prospective BD members with 302D and Committee Vacancies

Request resumes to be emailed from Prospective Board member to Committee Chair or Director

Conduct First Round of Personal Contact With Top Recruiting Prospects

Send printed materials mailed to the prospect which includes:

- A personalized cover letter that informs the prospect of the board's interest in them, a brief description of the recruitment and nominations process, and asking if they would like to be considered for charter school board directorship.
- A copy of the position description that details the roles and responsibilities of a board director.
- Additional material about the charter school mission, vision, board and its responsibilities
- A response form that the prospect can return indicating they would like more information and/or they want to be considered for board directorship.

Follow up with personal calls from designated members of the board development committee to the prospects. (This is an important step even if the prospects are already well known by members of the committee.)

- ◆ In the personal call, the board development committee member can respond to any questions the prospect may have as well as determine the prospect's level of interest in being considered for board directorship
- ◆ If the prospect wants more information and/or wants to be seriously considered for board directorship, they are invited to attend an in-person orientation session.
- ◆ In advance of the orientation session, prospective board directors can also be offered an opportunity to visit the charter school if they are unfamiliar with it, to observe the educational programs in action, and talk with the administrator and other staff.
- ◆ Additionally the prospective board director can be invited to attend a meeting of the charter school board to get an idea of how the school board makes decisions and conducts business. Such activities can also occur after the in-person orientation .

Schedule and conduct in-person orientation sessions with prospective board directors who have responded to the mailing and phone calls.

- ◆ These orientation sessions are an opportunity for members of the board development committee, the chairperson of the charter school board and the charter school administrator to explain more fully the roles and responsibilities of the charter school board as a whole as well as individual board director responsibilities. The presence of the board chair and the administrator in such orientation sessions conveys to board prospects the importance of the position they are being asked

to consider. It takes time from the busy schedules of key charter school leaders but the payoff is immense and long term. If time does not permit, the second best would be attendance by one or more members of the board development committee and the charter school administrator.

Board directors and who wish to continue in the process, are asked complete a questionnaire that provides some background information. A background check will also be required at this point for the prospective candidate.

- ◆ Set the deadline date for returning the completed questionnaire to the board development committee.

The board development committee meets to review all of the individuals and their resumes.

In evaluating the prospective board directors, the board development committee should ask the following questions:

- ◆ Does the prospect appear to be committed to the mission and educational philosophy of the charter school?
- ◆ Can the prospect contribute the time necessary to be an effective board director?
- ◆ Does the prospect possess some of the key skills, knowledge and other assets that match the board to recruiting priorities?
- ◆ Does it appear that the prospect can place the charter school's purposes and interests above their own professional and personal interests when making decisions as a board director?

The next step, the final selection/appointment of new members to the charter school board

- ◆ This depends on the provisions of the school's bylaws.
- ◆ whether by election or by board selection, new members then take their place on the charter school board