



## Board of Trustees Membership Development

In accordance with RSA 194-B: 5, Northeast Woodland Chartered Public School Board of Trustees is responsible for maintaining oversight of school operations. The Board has a statutory responsibility for reporting progress and achievement of Northeast Woodland's stated goals. The Board shall ensure the vision, mission, and financial health of the School and support the values set forth by the school's founding members. The Board shall have the responsibility to enter into contracts for, approve payments from, and borrow against the credit of the School. The Board shall also have the authority to hire and/or terminate personnel.

The Board shall consist of no less than seven members, with a maximum of 15, plus two non-voting faculty members nominated by the school faculty. The Head of School and Business Manager shall be ex-officio, non-voting members of the Board. At least one voting member shall be a NWEF Founder. Board members shall serve 3-year terms. Non-voting faculty seats are for 1-year.

Our governing board will consist of a diverse representation of community leaders and stakeholders. Board member selection will be based on personal and professional background and a commitment to Northeast Woodland's vision and mission, support, and sustainability. As vacancies arise, the remaining Trustees will seek to elect members with the following backgrounds and/or experiences: law, human resources, finance/accounting, fundraising, education, Waldorf education, school parents.

The ideal candidate to assume a position on the Northeast Woodland Board of Trustees should be able to demonstrate:

1. A sincere interest in serving on the Board.
2. A connection with and commitment to the mission of Northeast Woodland.
3. A willingness to undergo necessary training and continuing development related to their service on the board.
4. An understanding that a board member must be a servant - first, not a leader-first.
5. A history of having served faithfully and constructively in other community service.
6. The ability to contribute unique talents to the governance process.
7. A respect for the boundary that exists between management and governance.



8. An acknowledgment that service on the board is service to the whole, rather than to any individual or advocacy group
9. A personal history of responsibility, respect for the rule of law and good stewardship
10. An amiable, collaborative and diplomatic nature.

#### Recruitment Process:

Positions on the Board shall be filled on an annual, “as-needed” basis. The Board may consider applicants at other times during the year if vacancies exist. By early April, the Board shall run a public advertisement announcing the openings on the Board. The public announcement should include the qualifications for Board membership. It shall be noted that qualified applicants must be free from any record of criminal charges, arrest or conviction. A full slate of candidates, including director positions, will be presented and voted on at the annual meeting in May. All candidates approved for membership will officially begin duties in June.

#### To apply:

After carefully reviewing this introductory document as well as the ‘Board Member Expectations’ document, each candidate seeking Board membership shall submit an application (see below) and a resume. Applications and resumes shall be reviewed by the trustees and qualified applicants may be contacted for an interview. Applicants must attend at least one complete board meeting in order to fully understand the commitment they are making. Following these steps, and as vacancies allow, the Board will vote during public session to appoint qualified applicants.

## Expectations of Board Members

Board members will...

#### Meetings:

- Prepare for every Board meeting by carefully studying the agenda and all supporting materials submitted in advance of the meeting, including all officer and committee reports.
- Attend at least three-quarters of board meetings annually (whether face-to-face or virtual) in their entirety.
- Notify the Board Chair at least 48 hours in advance of a meeting if they will be absent or if their attendance will be virtual, to ensure an in-person quorum can be secured.



## Board Work:

- Expeditiously follow up on all actions taken by the Board.
- Participate actively in a minimum of one committee of the board.
- Read and reply regularly to school email with the expectation of replying to queries within 48 hours.
- Promptly notify the Chair of any absences or other extenuating circumstances that will hamper their ability to communicate in a timely fashion.
- Participate actively in an annual board self-evaluation process.
- Seek opportunities for continuing education around Waldorf pedagogy and other topics that will support them in their work on the board.

## Community:

- Serve as ambassadors for Northeast Woodland within the broader community, advocating for the school and its interests.
- Participate actively in the life of the school by attending school events wherever possible.
- Stay abreast of school happenings by reading newsletters, committee minutes, and other school communications
- Listen to the needs and interests of members of the school community and report to the Chair and Head of School all issues or concerns raised by members.

## Ethical Conduct:

- Complete and submit to the Board Chair an annual Conflict of Interest form.
- Review and uphold all of Northeast Woodland's policies.
- Understand and abide by all laws regarding the confidentiality of information, including student information and information shared in non-public sessions of the board.
- Support Board actions publicly even if they have a personal reservation about a decision.

## Financial:

- Support school fundraising efforts through an annual personal financial donation of the size each board member deems appropriate.
- Support the Head of School by helping to secure appropriate resources to carry out the school's mission.



## Northeast Woodland Public Chartered School BOARD OF TRUSTEES APPLICATION

Please complete the following application for the position of “\_\_\_\_\_” on the Northeast Woodland Board of Trustees. All applicants will be subject to a complete criminal background review as a condition of consideration. *Note that all information will be held in the strictest of confidence.*

Upon completion, please submit this application with all attachments and a copy of your most recent resume to the school ATTN: Board of Trustees Chair.

Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Current Physical Address: \_\_\_\_\_

On a separate sheet of paper (not to exceed two additional pages) provide responses to the following prompts.

1. Why you are applying to become a member of the Northeast Woodland Board of Trustees?
2. How do you see your role as a board member affecting the future of the school?
3. What issues are you passionate about and how will those relate to your service on the Board?
4. Provide a summary of your role(s) on other community boards.

The following items are required as a means of conducting a criminal background review and will be detached from this application prior to submission to the review committee.

List all Addresses Held in the Last Ten Years (Use additional sheets if necessary):

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Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_