

VSWEA Board Membership Procedures

Selection Process

A person desiring to be considered for membership on the VSWEA Board shall complete the following process:

- ❑ The applicant will attend at least 2 regular meetings and sign in, as an observer, within a 6 month timeframe of the date of the application being submitted.
- ❑ Familiarize themselves with the Code of Conduct and the Core Principles. These items can be found on the website, [Governing Board page](#).
- ❑ Start the process of obtaining an AZ Fingerprint clearance card. **This must be received prior to the interview.**
- ❑ Submit a Letter of Intent to the Board of Directors stating their motivation for making a contribution through Board membership, their interest in any specific areas of Board work, and outlining what main attributes they bring that will further the work of the Board. This letter should indicate how they meet the qualifications for Board membership in Article 3, Section 3 of the Bylaws, including the applicant's leadership roles and activities within the community, as well as, specifically addressing how the applicant's experience and background might assist the Board in its work.
- ❑ Submit a current resume giving their work and life experience and educational background.
 - ❑ **Letter of Intent and resume are to be emailed to the entire [Board](#) by April 1st for the May meeting or October 1st for the November meeting.**
- ❑ Upon receipt of the Letter of Intent, a Board member will contact the prospective member to set up a meeting between the prospective member, a Board member, and a member of the Leadership Development Council (LDC) or staff. This meeting will provide a more detailed introduction to the Core Principles of Public Waldorf Education and the underlying process of human development upon which they are based, and answer any initial questions.

The applicant may also be provided with:

- the current Long Range Plan summary and status reports
 - any current goals or action plans
 - the DMS Organizational Chart
- ❑ At the November or May meeting, the matter of election of the applicant to the board shall be placed on the agenda for discussion and action.
 - Applicant interviews will take place approximately 1-2 weeks prior to the regular Board meeting
 - Re-elections to be voted on prior to new member elections
 - In the case of a tie vote, the motion fails
 - In the case of more applicants than open positions, if two or more applicants receive the same number of yes votes that would take the board over the

maximum number of members, the applicants with the same number of yes votes are not approved.

- Once elected to the Board, the Board member will be assigned a Board mentor who will outline the Board orientation process and mentor the new Board member for the first 6 months of their membership.

The ideal balance in composition for Board members:

<u>Group</u>	<u>Percentage</u>	<u>Comment</u>
Parents	50%	Current Parents
Staff	30%	Faculty / Staff
Community	20%	Former Parents / Non-Parents
Former Scholars	20%	People with Interest in DMS & Waldorf Education

Other Membership Guidelines

Board members who are also paid employees of the school must be in good standing. If status of standing at any point during membership changes, the Board will have an Executive Session to discuss the Board Member's status on the board.

Any board member who meets with paid staff of the school or community member regarding board business, outside of a public board meeting must advise the board and submit a report to the balance of the board. All emails are subject to public records request, please use forethought and caution with these emails to keep confidentiality. Please focus on issues and not individuals.