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2.211 Recruitment and Election Process of New Board Members

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input checked="" type="checkbox"/> Interim		Recruitment and Election Process of New Board Members Policy 2.211	
Board Governance Policies		Effective date:	February 18, 2009
Policy History:	Approved by:	Resolution #	Date:
Approved	Board of Governors Governance Committee	N/A	February 18, 2009
Revised	Chancellor	N/A	April 13, 2018
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Board of Governors	Office of General Counsel	603-283-2436	Board of Governors

I. Introduction and Purpose

The Board of Governors is the self-perpetuating governing Board for Antioch University. Current members of the Board of Governors, as well as University Leadership Council (ULC) members and the Chancellor are encouraged to recommend to the Governance Committee of the Board of Governors the names of individuals who, in their opinion, possess the qualities needed to become effective members. These guidelines are intended to inform the Board of the process.

II. Identifying New Prospects

Persons who wish to suggest a prospect for the Board of Governors should communicate with the Chair of the Governance Committee, providing a current and discreetly obtained bio, if available. The Chair of the Governance Committee may add additional information before forwarding the collated materials to all members of the Committee.

III. Review by the Governance Committee

The Governance Committee shall meet to review the profiles submitted and assess the potential fit of the prospect based on the Board's needs, such as experience and/or enthusiasm for finance, academics, governance, institutional development, audit, risk management, or real estate. The Governance Committee then determines whether to move a prospect to the cultivation phase.

IV. Cultivation

The cultivation process is critical in gauging a prospect's interest in serving on the Board and in determining whether a prospect will be an effective and contributing member of the Board. A cultivation plan should be developed as appropriate for each prospect. This plan should include determining the most effective manner and the best person(s) to begin contact with the prospect (generally someone who is respected by and has influence with that individual). The contact person selected might not be a current Governor or a member of the Governance Committee. At the request of the Chair of the Governance Committee, the VCIA may be responsible for coordinating the cultivation process, including assisting with appointments, keeping track of cultivation efforts and preparing accurate records.

All individuals involved in the cultivation and vetting processes should report to the Governance Committee their observations and recommendations. For important recruitment messages see Section XI of this policy.

V. Vetting

If the prospect is interested in discussing Board membership further, then the vetting process will normally begin. The purpose of vetting is to determine the prospect's ability to become an effective member of the Board. Inquiries should be made as to the prospect's available time, levels of energy, commitment, participation and the philanthropic intent and capacity necessary to be an effective member. (This vetting can often be accomplished by contacting people the prospect has worked with on boards or committees or knows in other ways.) Obtaining additional information including financial information about the prospect is also part of the vetting process. At the request of the Chair of the Governance Committee, the VCIA may lead or coordinate the vetting process.

VI. Board Chair and Chancellor Interview

The Chancellor, the Board Chair, and/or the Chair of the Governance Committee or others as chosen by these three individuals should interview the prospect before a recommendation is made to the full Board of Governors.

If in the opinion of the interviewers the prospect would be an asset to the Board, they may be

invited to stand for nomination.

VII. Nomination

After the final interview(s), the Governance Committee, in consultation with the Chancellor, may decide to recommend to the Board of Governors one of the following actions: nomination of the prospector to recommend additional cultivation or vetting.

VIII. Election

The Governance Committee formally recommends the nomination of prospects to the Board of Governors. In order to recommend nomination, the Governance Committee discusses the prospect(s) and votes on each of them, with a majority vote of Committee members present being required provided the quorum has been met. The VCIA or the Chair of the Governance Committee should note the outcome of the vote and prepare the materials needed for the remainder of the process, keeping in mind that Section 6.5.2 of the Bylaws provides that the biographies of all individuals nominated for election to the Board for the first time shall be provided to all Governors at least two 2 weeks prior to the meeting at which they will be voted upon.

IX. Next Steps if Nominated

If Board votes to invite the prospect to join the Board, the invitation is usually extended by the Board Chair, although this duty may be delegated to another, such as the Chancellor or the Chair of the Governance Committee.

If the nominee accepts the Board's invitation, notification is sent to the Governance Committee, the VCIA and the Secretary to the Board. The VCIA then requests a short bio and photo and forwards those to the Board Secretary and the Vice Chancellor for Admissions and Marketing, to coordinate communication.

X. Mentor Assignment

A. Action

The Board of Governors believes that all new Governors benefit from having a mentor who has some prior experience on the Board. The Governance Committee suggests current members of the Board of Governors who might serve as good mentors to the new Governor(s). Those individuals are asked about their willingness to act in this role for at least the first year.

B. Mentor Responsibilities

A mentor's responsibilities include making the new Governor to the Board feel

welcome and being available to answer questions and provide background information.

C. Welcome Letter

The Board Secretary prepares welcome letters for the Board Chair’s and the Chancellor’s signatures and includes information confirming the new Governor’s term of office, information about orientation, the name and bio of each candidate’s assigned mentor, Board meeting schedules, and other materials, as appropriate.

XI. Recruitment Messages for Prospective Nominees

Each of the messages below is important to convey and discuss with prospective nominees to help them understand the expectations for all members of the Board of Governors:

1. The prospect’s ability to attend regular meetings and to pay for travel and related expenses.
2. A discussion of the financial commitment that involves making Antioch one of the prospect’s top philanthropic priorities; an expectation of giving to the best of one’s ability and to assist by identifying other prospective donors.
3. A willingness to participate on assigned committees both at regular meetings and in between meetings and occasionally to serve on ad hoc committees.
4. A willingness to be an advocate for the University, promoting the University’s mission, vision and goals within their communities.
5. The need to ensure good management of the institution.

Policy Cross Reference

Amended and Restated Bylaws of Antioch University Board of Governors	Policy # 2.101
Statement of Commitment and Responsibility – Board of Governors	Policy # 2.203