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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 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
	Board of Governors Governance Committee	N/A	February 18, 2009
Revised (Non-substantive)	N/A	N/A	April 26, 2017
Responsible Office	Responsible Administrator:	Contact information	Applies to:
University Board of Governors	Chair, Governance Committee	937-769-1345	Board of Governors

I. Introduction and Purpose

The Board of Governors is a self-perpetuating governing Board. As such, current members of the Board of Governors, ULC members and the Chancellor are encouraged to recommend to the Governance Committee 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.

A. Responsibility

Chancellor, Governors, Governance Committee, ULC members, VC and others.

II. Identifying New Prospects

A. Action

Complete the attached electronic or printable Recommendation for Potential Board Service Form #2.111:01 and attach a current and discreetly obtained bio, forwarding both to the Vice Chancellor for University Advancement (VC). He or she will add additional information and review the recommendation with the Chair of the Governance Committee before forwarding the material to all members of the committee.

III. Review by the Governance Committee

A. Action

The Governance Committee shall meet to review the profiles submitted, assess fit with the Board based on its needs and then determines whether to move a prospect to the cultivation phase.

B. Responsibility

Governance Committee members.

IV. Cultivation

A. Action

This process is critical in cultivating 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 is developed as appropriate for each prospect. This plan will include determining the most effective manner and the best person(s) to begin contact with the prospect (someone who is respected by and has influence with that individual). The contact person selected might not be a governor or a member of the Governance Committee.

When the prospect is initially contacted the BOG by-laws and "Commitments and Responsibilities" documents are shared with the prospect. If the prospect is interested in discussing Board membership further, then the vetting process will begin.

All individuals involved in the cultivation and vetting process write short reports outlining their recommendations and forwards them to the VC. See recruitment messages in Section XI of this policy.

B. Responsibility

The Chancellor, the Board Chair, assigned members of the Committee and others as requested. The VC is responsible for coordinating the cultivation process: e.g., assisting with appointments, keeping track of cultivation reports and preparing accurate records.

V. Vetting

A. Action

The purpose of vetting is to determine the prospect's ability to become an effective member of the Board. Inquiries are made as to the prospect's levels of energy, commitment, participation and the philanthropic intent necessary to be an effective member. (This vetting can often be accomplished by contacting others 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.

B. Responsibility

The person/s responsible for gathering this additional information and the VC who coordinates this process.

VI. Board Chair and Chancellor Interview

A. Action

In all cases, the Chancellor, and/or the Board Chair, or the chair (or other appropriate member) of the Governance Committee will interview the prospect before a recommendation is made to the Board. If the statement of "Commitment and Responsibilities" and other key University governance documents have not been reviewed previously with the prospect, they will be provided and discussed during these interviews.

If in the opinion of the interviewers, the prospect would be an asset to the Board, he or she may be invited to stand for nomination.

If invited to stand for nomination, other areas to be covered in this final interview are the length of the initial term of office and the dates and locations of the next four meetings.

B. Responsibility

The Chancellor, Board Chair and the VC who coordinates this process.

VII. Nomination

A. Action

After the final interviews, the Board Chair and Chancellor may decide to recommend to the Governance Committee the prospect's nomination, not to recommend nomination, or to recommend additional cultivation. If the Governance Committee chooses to nominate the prospect for Board membership, the Vice Chancellor and the Board Secretary prepare the materials necessary for Board action.

B. Responsibility

The Governance Committee, the VC and the Board Secretary. (See attached Nomination Form (A))

VIII. Election

A. Action

The Governance Committee formally recommends the nomination of prospects to the Board. Discussion and voting takes place (a majority vote of those present is required provided the quorum has been met). The VC and the Board Secretary will note the actions and then prepare the materials needed for the remainder of the process.

From Section 6.5.2 of the Bylaws: 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.

B. Responsibility

The Governance Committee, the Board, The VC and the Board Secretary.

IX. Next Steps if Nominated

A. Action

If Board votes to invite the candidate to join the Board, the invitation is usually extended by the Board Chair, the Chancellor or the Governance Committee Chair.

If the nominee accepts the Board's invitation, notification is sent to the Governance Committee, the VC and the Secretary to the Board. The VC then requests short bios and photos and forwards those to the Board Secretary and the University's Director of Communications.

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 buddy, Board meeting schedules, and other materials, as appropriate.

B. Responsibility

The persons assigned to invite the new governors, the VC, the Board Secretary and the assigned buddies.

X. Mentor Assignment

A. Action

The Governance Committee suggests current members of the Board of Governors who might be good mentors to the new governors. 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 welcoming the new governor to the Board, sitting with them at Board meetings and being available to answer questions, provide background information and explain traditions.

C. Welcome Letter

The welcoming letter from the Board Secretary will include the information on his or her mentor providing both the mentor and the new governor with the necessary bio and contact information.

The new governor is contacted by his or her mentor.

D. Responsibility

The Governance Committee, the mentor, the Board Secretary and the VC.

XI. Recruitment Messages for Prospective Nominees

Each of the messages listed below is important to convey and discuss with prospective nominees to help them understand the expectations that are held for all members of the Board of Governors.

- The prospect’s ability to attend regular meetings and to pay for travel and related expenses.
- 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.
- A willingness to participate on assigned committees both at regular meetings and in between meetings and occasionally to serve on ad hoc or search committees.
- A willingness to be an advocate for the University, promoting the University’s mission, vision and goals within their communities.
- A discussion centered on the need to ensure good management of the institution.

(See the full Statement of Commitments and Responsibilities of the members of the Board of Governors.)

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

Forms Cross Reference

Recommendation for Potential Board Service Form	Form # 2.211:01
Prospective Board of Governors Recruitment Action Plan Form	Form # 2.211:02