

Board Composition: Sample Policy for Board Composition and Expansion

To use the following sample policy with your own board, copy the text into your own document, include your own school's name, and make other edits as needed.

As always, be sure to engage legal counsel in regards to your policies whenever necessary.

Introduction

This policy addresses the skills, competencies and diversity intended for the board of trustees as a whole. As policy, it is reviewed regularly for any necessary changes.

[Charter School] is dedicated to developing and maintaining a board of trustees to effectively govern the school. The policy below addresses the characteristics identified as pertinent for the **[Charter School]** Board of Trustees.

[Charter School] uses this policy to identify and recruit candidates for nomination to the board of trustees. We assure understanding, agreement, and commitment prior to nominating any candidate as a trustee.

[Charter School] uses this policy to assist with regular evaluation of the board as a whole and the evaluation of individual trustees.

Qualities

[Charter School] will look for the following attributes in every trustee:

- Commitment to the mission and vision of **[Charter School]**
- Availability to participate meaningfully in the governance process
- Ability to engage in candid dialogue, ask difficult questions, agree to disagree, and work with colleagues to resolve differences
- Knowledge of the **[Charter School]** community
- Ability to work well in a group
- Comfort with diversity
- Honesty, courtesy, creativity, open-mindedness, and initiative

Skills and Competencies

The **[Charter School]** board of trustees is accountable for the success of the organization and, therefore, must collectively possess the wisdom, experience, and expertise to ensure the school's viability.

The Governance Committee regularly conducts a skills inventory of the board to determine what areas need to be targeted in board expansion. The committee also reviews the competencies listed below each year and may recommend revisions to the list due to changes in the environment or the organization.

Key Competencies

Finance, Fundraising, Legal, Facilities, Marketing/Public Relations, Human Resources, Governance, Community Outreach, School Administration

Diversity

[Charter School] is committed to proactively seeking diversity on its board of trustees. In addition to seeking trustees that possess the attributes and competencies to contribute effectively to the board, **[Charter School]** will search for candidates that reflect the diversity of the community and our society.

<https://bot-support.transact.com/portal/en/kb/articles/board-composition-sample-policy-for-board-composition-and-expansion>