



## **Governing Board Description and Recruitment Process**

### **School Mission:**

The mission of ICSEAtlanta is to prepare students for a successful future by promoting academic excellence through rigorous instruction, multilingualism, the integration of cultural awareness and respect throughout all aspects of the curriculum which will enable students to make the most of their individual talents.

### **Board Composition:**

The Governing Board shall have up to 13 and no fewer than 5 members. The Board will aim to maintain an odd number of members to prevent any ties during the voting process. No member on the Governing Board will be an employee of ICSEAtlanta as specified in O.C.G.A. § 20-2-2084.

### **Board Member Qualifications:**

Board member candidates must have strong communication skills and be active members of the Greater Atlanta community. ICSEAtlanta seeks candidates with the following personal attributes: high moral and ethical character, team player attitudes, independent thinker, a willingness to face challenges head-on, problem solver and self-assuredness.

In order to successfully execute the responsibilities of running a charter school, the Governing Board must contain members with a large range of expertise. It is the goal of ICSEAtlanta to have board members who together represent all of the experience criteria below:

- **Finance experience** – including the areas of financial oversight, entrepreneurship, accounting, and/or tax
- **Educational experience** – including the areas of special education, school administration and/or teaching at all grade levels

- **Fundraising experience** – including fundraising strategies, capital campaigns and grant writing
- **Human Resources**
- **Risk Management Expert**
- **Legal experience**
- **Facilities/Construction/Real Estate**
- **Political/Government Service experience**
- **Board Community experience** – including serving on a non-profit board and participating in the leadership of an educational or community organization

## **Terms of Office:**

As a general rule, each operating year will run from July-June. The election of new Board members or election of current Board members to a second term will occur as the first item of business at the first meeting of the operating year. Board members can hold a one-year, two-year or three-year term position which will be appointed on a staggered rotation schedule. This rotating schedule will help establish a mix of both new and experienced Board members to ensure continuity. Each new Governing Board member will participate in an orientation that will clarify board standards and board member responsibilities.

## **Governing Board Member Vacancies:**

Every candidate considered for a Governing Board position must be willing to volunteer based on their passion and dedication in supporting the mission of ICSAtlanta and will be active ambassadors for the school. Each Board member must bring a diverse set of skills and backgrounds to their position and represent a broad area of expertise. The Board will also seek to have at least one advocate for each language offered at ICSAtlanta to help insure that the Board as a whole is passionate and supportive of each language track.

When vacancies occur current Governing Board members can make candidate suggestions. Parents and community members can also notify the Board Secretary of their interest in becoming a Governing Board member for the following year or when a vacancy occurs during the operating year. To assist in member recruitment, the Governing Board will also utilize the following avenues to locate desirable candidates: local chamber of commerce, local colleges & universities, educator networks, professional organizations, accounting firms and law firms.

Vacancies must be filled if the number of Board members drops below the minimum requirement. However, the Governing Board may choose not to fill a vacancy for any reason, if the minimum requirement is still met even with the new vacancy. If the Board decides to fill a vacant position during the school year, the Governing Board will make every effort to fill the new vacancy by communicating the open position to ICSAtlanta parents and the community.

Any new member of the Governing Board that is added during the operating year is still subject to the Governing Board composition criteria and will complete the position's term length on the rotation. Once all candidates have been considered for any open Governing Board member positions, the current Governing Board will vote with a majority vote needed to fill the position with a candidate or to choose not to fill the vacancy.

## **Conflicts of Interest:**

Every Governing Board member will be required to disclose any possible or perceived conflicts of interest and sign an agreement confirming their authenticity as a Governing Board member. ICSAtlanta will assess this topic annually and require board members to resign the form each year.

To help prevent a conflict of interest, as a rule no member of the Governing Board may:

- 1) Act in his or her official capacity in any matter where they or their immediate family member (to include spouse, child, sibling or parent or the spouse of a child, sibling or parent) will benefit financially from decisions made by the Board.
- 2) Be an officer or serve on the Board of Directors of any organization that sells goods or services to ICSAtlanta.

## **How to apply for a Governing Board position:**

- 1) Interested candidates must complete the Governing Board Interest Form on the school website which is found on the Board Recruitment page
- 2) Candidates must then email their resume to Board Secretary Christen Ramo at: [Christen.Ramo@ICSAtlanta.org](mailto:Christen.Ramo@ICSAtlanta.org)
- 3) A board member will contact candidates by email to complete an additional form and set up a phone interview
- 4) The current Governing Board will review all candidates to establish which candidates are the best fit for the Board's needs and help complete a well-rounded board
- 5) In-person interviews will be set for some candidates
- 6) The Board will then decide which candidates will begin a 6-8 week trial period where he/she will be asked to attend Committee and Board meetings and actively participate.
- 7) After the 6-8 trial period, the Governing Board will VOTE to approve additions to the Board as the first item of business at the first meeting of the operating year which is in July every year.