

Campus Community School

Board Member and School Leader Succession Plan

Board Members

It is the intent of the CCS Board to maintain a skilled and diverse Board that supports the school.

According to the by-laws:

- The number of directors shall be no fewer than five (5) nor more than thirteen (13).
- The terms of office of the directors shall be three (3) years with the number of directors being established by the Board and elected at each annual meeting of the directors. The terms should be staggered so that no more than 1/3 expires each year. No director shall serve for more than nine (9) consecutive years. After completion of the applicable maximum consecutive service, a director is not eligible for re-election until 24 months have elapsed.
- Any vacancy on the Board of Directors shall merely reduce the number of duly elected and acting Directors until such time as that vacancy is filled.
- The officers of the Board shall be nominated by the Board and shall be elected by and serve at the discretion of the Board subject to the foregoing limitations. Each officer shall be elected for a three-year term, except that an officer elected to fill a vacancy shall serve for the remainder of the term of his predecessor.

The Board will follow the guidelines below when adding and replacing Board members and electing officers:

- 6 months prior to a member's term expiring, the President will ask the member if he/she wants to stay on the Board for another term (if applicable). If he/she doesn't, the process will begin to search for a replacement.
- Prospective Board members will submit an application, meet with the President and Head of School, and go through an interview process before being voted on to the Board.
- All Board members will participate in trainings and PD sessions, organized by the Board President, to further their leadership skills.
- Any member who is elected as an officer will receive a job description and will meet with the President throughout the first few months of their term to help the person feel confident in the new role. When possible, cross-training will occur.
- Ideally, the member who serves as President will have already held another office. When possible, cross-training will occur with the previous President.

Head of School

PRIOR to a VACANCY:

- Identify leadership development opportunities for all staff so that people grow into natural leaders.
- Cross-train leadership and admin team members in some duties.
- Document as many policies, procedures and tasks as possible.

WHEN SOMEONE GIVES THEIR NOTICE:

- Post the position internally. The Board and administration will decide if the position needs to be posted externally, as well. If there is not a viable internal candidate, a current staff member may need to fulfill the role on an interim basis.
- If the vacancy is planned and there is time allotted for a transition, draft a timeline and set of transition tasks.
- Determine what to communicate to staff.