



Inspiring Success in the Minds and Hearts of Gifted Children since 1994

## **Recruiting Committee Charter**

The Stargate Recruiting Committee is hereby chartered by the Board of Directors to build and manage a pipeline of candidates to serve on the School Board of Directors and School Accountability Committee (SAC), to create awareness of service opportunities on the Board and SAC and to help foster community engagement in the elections process.

### **Membership:**

The Committee consists of at-will volunteers from the parent population or the community at-large.

### **Term:**

All volunteers ultimately serve at the discretion of the Board. There is no time limit for serving on this committee.

### **Meetings and Procedures:**

The Chairperson (or their designee) shall preside at each meeting of the Committee and set the agendas for Committee meetings. The Committee shall have the authority to establish its own rules and procedures for notice and conduct of its meetings so long as they are not inconsistent with any provisions of the School's Bylaws and/or Board policy. Notices of upcoming meetings will be emailed to Committee members and the Board liaison before a meeting.

### **Responsibilities:**

- a) Solicit volunteers to serve on the Stargate School Board of Directors and School Accountability Committee
  - a. Parent Director candidates are recruited prior to the spring election
  - b. In the case of a Parent Director vacancy on the Board, recruiting efforts begin immediately, as vacancies need to be filled within 30 days
  - c. SAC candidates are recruited prior to the fall election (see Bylaws 5.12.1 for timing requirements for vacancies)
  - d. The Independent Director application may be open year round at the discretion of the Board. The Board may decide to consider applicants in the spring and fall
- b) Process applications received from prospective candidates, including confirmation of eligibility to serve (as defined in the Stargate Bylaws) as a Parent Member, Staff Member or Independent candidate
- c) Manage candidate correspondence in a way that sets clear expectations for the election/appointment process, enables timely response to inquiries, safeguards candidate privacy and ensures equity throughout the application process



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- d) Deliver a confirmed slate of candidates - including photos, biography information, etc. - to the Election Committee (for elections), or to the Board (for Board appointments), or to the Board and SAC (for SAC appointments).
- e) Follow up with candidates after elections/appointments to thank them for their willingness to serve and – for those not elected/appointed – to explore additional ways to contribute to the Stargate community
- f) Advertise Board and SAC service opportunities - including how to apply, job requirements, etc. - ensuring adherence to election timelines and transparency with the community
- g) Conduct candidate forums to provide individuals seeking office an opportunity to introduce themselves to the Stargate community; establish/publish rules for candidate & community conduct prior to events
- h) Develop recruiting mechanisms that can be maintained year-round to build, nurture and sustain a pipeline of prospective Board and SAC volunteers, including Independent Directors; develop/initiate referral processes if pipeline yields prospective volunteers whose skills/interests align with other committees/community needs

**Confidential Information:**

The Committee may have access to confidential or non-public information of the School. Committee members shall comply with the Confidential Information provisions included in the School's Bylaws. Each committee member will review and sign the Committee Handbook.

**Completion/Dissolution:**

The Committee's charter shall be reviewed annually by the Board.