RECRUITMENT OF MEMBERS OF THE BOARD OF TRUSTEES:

A SUMMARY GUIDE[1]

Introduction

Recruiting members for the Board of Trustees at Leighton University is a pivotal process, demanding planning and execution. A Nominating Committee shall lead this responsibility for this purpose. The committee's composition includes current board members, senior university administrators, faculty representatives, and sometimes notable alums, ensuring diverse perspectives in the recruitment process. The committee oversees each process step, from defining criteria for board membership to making final recommendations to the full Board of Trustees for approval.

The key responsibilities of the Nominating Committee shall include developing and implementing the recruitment plan, identifying and reaching out to potential candidates, reviewing applications and resumes, conducting or arranging interviews, performing reference checks, and making final candidate recommendations. The committee operates with diligence, transparency, and commitment to the University's values and strategic goals, ensuring the selection of individuals with the necessary expertise, experience, and dedication for effective governance.

The recruitment process encompasses several crucial STEPS. This structured approach ensures the recruitment and maintenance of an effective Board of Trustees, well-equipped to support the University's governance and strategic objectives. Recruiting members for the Board of Trustees is a critical process for any university, requiring careful planning and execution. It involves identifying and selecting individuals who can contribute significantly to the University's governance and strategic direction. In addition, this process encompasses defining criteria for board membership, identifying and evaluating candidates, and ensuring effective onboarding and ongoing development.

---

[1] A full description of the recruitment process is published on the University's website at: https://leighton-edu.us/about-us/board-of-trustees/

The following 13 STEPS provide a structured approach to ensure the recruitment of a diverse, skilled, and committed board aligned with the University's mission and goals. Below is the outline of the recruitment process.

STEP 1. Defining Criteria and Qualifications

Establish specific qualifications and skills needed for board members, considering academic expertise, leadership experience, and commitment to the University's mission. Ensure criteria promote diversity in expertise, demographics, and background.

STEP 2. Forming a Nominating Committee

Assemble a committee comprising current trustees, faculty, administration, and alums to oversee recruitment. Assign specific roles and responsibilities to ensure an organized and efficient selection process.

STEP 3. Developing a Recruitment Plan

Outline detailed outreach and candidate identification strategies, including timelines and methods for attracting qualified individuals. Align the recruitment plan with the University's strategic objectives and governance needs.

STEP 4. Identifying Potential Candidates

Utilize channels such as professional networks, advertisements, and search firms to gather a diverse pool of candidates. Collect and organize applications for a systematic review process.

STEP 5. Evaluating Candidates

Screen applications based on established criteria, focusing on candidates' qualifications and potential contributions to the board. Shortlist candidates who best align with the board's needs and the University's goals.

STEP 6. Conducting Interviews

Arrange interviews with shortlisted candidates to assess their compatibility with the board and University. Evaluate their understanding of the board's role, strategic vision, and collaboration ability.

STEP 7. Performing Reference Checks

Verify candidates' credentials and consult references to assess their suitability and professional standing. Gather insights on their character, leadership abilities, and past performance.

STEP 8. Finalizing Candidate Selection

Deliberate on interview outcomes and reference checks to select the most suitable candidates. Ensure the final selection contributes to a balanced and diverse board.

STEP 8. Gaining Board Approval

Present recommended candidates to the entire board for approval, discussing each candidate's merits and fit for the board. Conduct a formal vote to finalize the appointments.

STEP 10. Extending Formal Invitations

Officially offer positions to the approved candidates, providing detailed information about their roles and responsibilities. Complete necessary appointment procedures and announce the new members to the university community.

STEP 11. Orientation and Onboarding

Provide a comprehensive orientation program for new members, covering the University's mission, governance structure, and current initiatives. Assign mentors from existing board members to facilitate integration.

STEP 12. Continuous Evaluation and Development

Implement a performance review process for board members, identifying areas for professional development. Offer training and development opportunities to enhance board members' skills and knowledge.

STEP 13. Succession Planning

Establish term limits and rotation policies to ensure board vitality. Continuously identify and cultivate potential future board members, aligning with the University's evolving strategic direction.

By following this structured process, the University ensures the selection of Board of Trustees members who are qualified and deeply dedicated to advancing the University's governance and strategic vision. The process underscores the University's commitment to excellence, diversity, and inclusivity in its governance practices, contributing to its long-term success and reputation as a leading institution of higher education.