



Northeast Community College Board Policy Manual

Governance Process Policy
Policy Number: GP – 08.3

Search Committee Charter

The Board Search Committee will assist the Board in its responsibilities to fill Board member vacancies.

Committee Products:

1. The committee products are to support the Board’s job, never to decide for the Board unless explicitly stated below.
 - 1.1. Preparation, for the Board’s consideration, a questionnaire for persons interested in, or nominated for, filling a Board vacancy.
 - 1.2. Review of all completed questionnaires forwarded by the Secretary and determination of those persons to be interviewed.
 - 1.3. Conduct interviews with the selected persons.
 - 1.4. Enable the informed appointment by the Board to fill vacancies.
 - 1.4.1. Present applicant(s) for consideration by the Board to that describe applicant suitability to meet the following qualifications:
 - Needs of the Board of Governors
 - The skills of the proposed applicant
 - Perceived level of commitment to the community college and the commitment of time
 - Knowledge and understanding of the community college mission
 - Required time commitment
 - Residency in Northeast election district for at least six months
 - Assurance that applicant is not an elected or appointed member of any other Board relating to education
 - Registered voter
 - Comparison to the qualifications as his/her immediate predecessor (§85-1514)
 - Commitment to file for elected position.

Committee Authority:

2. The Committee's authority enables it to assist the Board in its work, while not interfering with Board holism.
 - 2.1. The committee cannot change or contravene Board policies, or instruct the President or any other staff member, other than to request information required in the conduct of its duties.
 - 2.2. The committee may not spend or commit organization funds, other than those specifically allocated by the Board.
 - 2.3. The committee may use staff resource time normal for administrative support around meetings, as well as administrative support included in the Board's Ownership linkage plan.
 - 2.4. The Committee Chair has the authority to make any reasonable interpretation of this policy.

Committee Composition and Tenure:

3. The Committee's composition shall enable it to function effectively and efficiently.
 - 3.1. The Committee shall be composed of Board members nominated by the Chair and approved by the Board.
 - 3.2. The Chair shall be nominated by the Board Chair and approved by the Board.
 - 3.3. Members shall be appointed for the period of time required to complete its mandate.

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