

ST. GEORGE ACADEMY BOARD MEMBER AND ADMINISTRATION SUCCESSION

Purpose:

To create an orderly, common procedure for replacing St. George Academy (“SGA”) Board members and administration in order to ensure continuity in governance and in operation at the school in the event of the departure of a Board member, Director or key management personnel.

Definitions

Policy

Board members or key management personnel wanting to resign their position will do so in a way that provides adequate time for training of new individuals and the continuing governance of the school.

In order to maintain Board continuity, members will ensure that Board members’ terms are staggered, and the Board will continue to safeguard that a majority of Board members’ term not expire in any one year. It is the intent of the Board to maintain 7 board members.

Board Succession Procedure

1. Board members desiring to resign their position shall notify the Board in writing of their intention. Resignation letter should include the following:
 - a. a resignation effective date.
 - b. a recommended timeline preceding resignation for training new Board member.
2. Board will create timeline for prompt replacement.
3. Board shall appoint Board member(s), school administrator or combination to head search for new Board member.
4. When conducting a search for new Board members, the search committee will solicit applications from the school community, seek applications in the broader community, and attempt to identify individuals with desirable experience and expertise to serve on the Board. Applicants will be brought to the Board to determine finalists.
5. Board will interview finalists
 - a. Interviews of prospective Board members will seek to determine whether individuals understand the mission of the Charter, are invested in that mission, have experience and expertise that will benefit the Board and SGA, and whether applicants understand and are willing to act in accordance with the Board’s governance role.
6. New Board member will be chosen by a majority vote of the remaining Board members.
7. Newly elected Board member will commit to training period and encouraged to attend Board meetings, but will not be voting member until after the resignation effective date.
8. The Board member replacement process will remain consistent with the St. George Academy charter.

Administrative Succession Plan

Planned Departure of Key Management

The Board asks that the Executive Director and/or Business Administrator give the Board at least three months' notice of the key management personnel's intent to leave SGA.

Upon learning of the Executive Director and/or Business Administrator's intent to depart SGA, the Board will appoint a search committee that includes members of the Board to coordinate the search for a successor. The search committee will develop a search process to present to the full Board for approval.

The Board will take steps to ensure that the replacement administrator is able to effectively lead SGA and accomplish the mission and the goals established by the Board. When the search committee is organized, the Board will have a discussion in order to:

- Ensure that the Board is unified in its understanding of St. George Academy's mission
- Ensure that the Board is unified in its understanding of St. George Academy strategic direction
- Ensure that the Board is unified in its understanding of the roles and responsibilities of the Executive Director and/or Business Administrator position
- Ensure that the Board is unified in its understanding of the key competencies of an effective Executive Director and/or Business Administrator

Unplanned Departure of Executive Director

If the Executive Director's departure is unplanned or occurs in advance of the completion of the search process, the Board will appoint an acting Executive Director. The Board may also decide that it is in SGA's best interest to identify individuals outside SGA to provide additional short-term administrative assistance to SGA during the search process.

Capacity Building of Administrative Team

The Board realizes its responsibility to adopt the vision and goals of SGA. The Executive Director is expected to develop delivery practices of curriculum that aligns with the mission and vision of the school. When an entire educational team understand the mission, and clearly understand their role, it will help strengthen the school and facilitate an orderly transition in the event of the Executive Director's departure.

School Oversight During Search Process

During the search process, the Board or a committee of Board members will meet regularly with the acting Executive Director, review reports about the progress of SGA and its programs, the performance of the organization, the financial condition of the school, and personnel issues in order to ensure adequate oversight on the part of the Board during the transition period.

The search committee will use the results of the prior Board discussions to develop a list of priority attributes to guide the search process and will evaluate candidates against these attributes. When a short of list of interviewees is identified, the search committee will establish a process for interviewing and evaluating candidates

The search committee will then recommend up to three candidates to the Board for consideration. The Board will interview the candidates recommended by the search committee and make the final selection.

The succession plan will be considered and updated regularly.

Adopted May 13, 2021