



Charter Governance Council Candidate Application Packet

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Background and Instructions

Thank you for your interest in becoming a director on NCSA's Charter Governance Council!

Serving on the council is a rewarding experience. It offers directors an opportunity to see the work of governance from a different perspective than they are generally used to and deepen their understanding of Policy Governance. It is also a great way to learn more about the work of NCSA while playing a key leadership role in keeping it vibrant and effective.

We recommend following these two steps to better acquaint you with the council's work and to understand the application process that will be conducted by the Nominations Committee.

STEP 1: Learn more about the council and its system of governing.

This packet is designed to provide you with basic information regarding the council's work and system of governance. If you would like additional information related to the council's work, you are encouraged to contact any of our current council members listed on NCSA's website. Learning more about the NCSA Council will help you decide what level of commitment is necessary and whether this will be a productive and rewarding experience for you.

Materials available for Step 1

Background information on NCSA and the council are available on [NCSA's website](#):

- Council Policy Register
- Council Meeting Minutes
- Council Meeting Schedule
- Current Council Members
- Current NCSA Articles and Bylaws

STEP 2: Complete and submit the Application Form.

The Nominations Committee will need to know more about you and your skills, and how your skills would enhance your ability to be an effective director. The deadline for submitting an application is seven days prior to the scheduled election, usually the final meeting of the council. CGC meetings are listed on the school calendar found at www.ncsota.org. The Nominations Committee will review your application. We will then formulate questions for an in-person interview call. We use a standard scoring matrix that is the same for everyone. The matrix is based on the Director Qualifications as determined by the council.

Following this process, the Nominations Committee will make their recommendations to the NCSA council.

Materials available for Step 2

- Application Form (link below)
- Conflict of Interest Form (must be completed by all applicants)

If you have any questions about the documents included in this application packet, or if you need any further information about being an NCSA Council Member, please contact the Board Chair, .

Council Structure and Responsibilities

NCSA is governed by a Charter Governance Council that is elected by the council. The council is directly accountable to the all invested parties for the activities and accomplishments of the school. Specifically, it is responsible for:

- Interacting with parents, students, and staff to understand their needs, values, and visions for NCSA.
- Developing, monitoring and revising a body of policies that guide the Director and council to achieve outcomes that are consistent with our member's values and vision.
- Ensuring, through consistent monitoring mechanisms, that management achieves the goals set by the council and that the council operates per its established processes.

The council fulfills its responsibilities through a system of governance called Policy Governance as originally developed by John Carver. Learn more about Policy Governance at www.carvergovernance.com.

Eligibility

NCSA's council is made up of up to 9 members. These seats may be filled by parents or guardians of students attending NCSA. The council may elect to have up to two seats filled by community members who are not parents or guardians of an NCSA student if it meets the needs of the council. NCSA staff members are not eligible to serve on the council.

Director Qualifications and Required Commitment

The NCSA council is seeking council candidates who:

- Are dedicated to and the vision and success of NCSA.
- Gain an understanding or (be willing to gain an understanding) in the Policy Governance system and/or have direct experience in policy governance.
- Are knowledgeable about charter schools and education.
- Understand the council's role in defining values, vision and long-term viability of NCSA.
- Have a willingness or demonstrated the ability to participate assertively in discussions and abide by council decisions.
- Represent diversity or experience in areas related to NCSA's mission and/or represent a complementary endeavor to NCSA.
- Have a commitment to prepare for meetings and a willingness to participate in committee work, planning and training.
- Have the demonstrated ability to listen carefully to the interested parties and represent the needs of the school.
- Have no overriding conflict of interest, expressed or known that will interfere with their ability to participate or govern.

Without question, governing an organization effectively is a serious commitment. Council members are expected to prepare for and actively participate in council meetings, committee work between council meetings, participate in school events and occasional training sessions. The council is a

team, sharing responsibilities in a way to make our work a manageable part of members' lives. The time commitment as a board member can be expected to be ten to fifteen (10-15) hours per month, including monthly meetings during the school year, preparation time and committee participation. The term of a director lasts for two years.

In addition to the above, every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as the Form 700. The Form 700 provides transparency and ensures accountability in two ways:

1. It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
2. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.

Application Process and Council Election Timeline

The Nominations Committee consists of a minimum of two current directors. The committee reviews applications, conducts individual candidate interviews, and presents a slate of candidates to the Charter Governance Council. The Nominations Committee is required to propose at least one candidate for each available position.

NCSA elections take place at the end of each school year. Terms begin at the first meeting of the following year.

Election Schedule	
Description	Timing
Call for candidates	January
Deadline for applications	April 30th
Slate of candidates submitted to Council	by May Meeting
Council approval of candidates and slate	TBD based on Council schedule
Voting	by June
Term Begins	July 1

[Please use this link to complete the Application Form](#)