



# Board of Directors Nomination Form

Nominations must be received by October 12, 2015

Name \_\_\_\_\_

Ways in which nominee has demonstrated advocacy for children:

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ (Home) \_\_\_\_\_  
(Work) \_\_\_\_\_  
(Cell) \_\_\_\_\_

Email \_\_\_\_\_

## Background Information

Education \_\_\_\_\_

Present Occupation \_\_\_\_\_

Previous Occupation(s) \_\_\_\_\_

Membership in professional or other organizations, if any.

Dates - Offices Held:

This nomination form should be accompanied by a **one page written statement** from the nominee regarding that individual's views on:

1. The appropriate role of the AASB.
2. Three major issues facing AASB in the near future.
3. How AASB could better serve school boards?
4. Ways AASB can help school boards meet Board Standards.

If nominee is selected by Nominating Committee, this statement will be made available for the General Membership at the Annual Conference.

Nominee is a current board member of the \_\_\_\_\_ School Board.

Dates of Service \_\_\_\_\_

Year Current Term Expires \_\_\_\_\_

Offices held on local school board with dates: \_\_\_\_\_

Formal action was taken by the \_\_\_\_\_ School Board on \_\_\_\_\_,

to submit the name of this nominee.

Signed \_\_\_\_\_  
School Board President or designee

Other Education-related public service at the local, state or national level (Boards, commissions, task forces, committees) with dates and leadership positions held, if any:

Other Non Education-related public service or cultural activities at the local, state or national level, with dates and positions held, if any:

Nominations must be received in the AASB office by October 12, 2015. Please return to:

**AASB Nominations**  
**Chairman c/o Ryan Aguilar**  
**1111 West 9th St., Juneau,**  
**Alaska 99801**

Tel: 907-463-1660 Fax: 586-2995

Nominations form should be accompanied by a copy of the Board of Directors Job Description Code of Ethics, signed by nominee.

# Board of Directors Job Description and Code of Ethics

## Job Description

### Constitutional Responsibilities

The Board of Directors establishes policies to supervise, control and direct the business of AASB within the limits of, and consistent with, the Resolutions and Beliefs, and Constitution and Bylaws approved by the Delegate Assembly. Within these limits, the Board of Directors:

- ÿ Actively promotes the purposes of the Association;
- ÿ Interprets AASB's Constitution and Bylaws;
- ÿ Adopts such policies, rules, and regulations for the conduct of its business as it shall deem advisable;
- ÿ Employs and annually evaluates the Executive Director;
- ÿ Adopts and periodically adjusts the Association's budget;
- ÿ Provides oversight for the operation of the Legal Assistance Fund and AASB Scholarship Fund;
- ÿ Proposes changes to the dues structure to the general membership;
- ÿ Sets/approves/adopts the amount AASB will charge for all meetings, services and materials.

### Corporate Responsibilities

In the exercise of its corporate responsibilities, the Board of Directors adopts and maintains a Board Policy Manual which sets forth procedures and guidelines for the Board's operations and Director's participation in AASB activities. In order to accomplish the overall mission of the Board of Directors and to achieve its corporate objectives, each member of the Board has several kinds of individual responsibilities. Members should:

- ÿ prepare well for each Board meeting, through full and careful study of the agenda and its support materials, other relevant materials and through discussion of agenda items, where appropriate, with school board association staff members, fellow school board members, and others as desired in the formulation of preliminary personal views on each topic in advance of the Board meeting. These judgments are to serve as a base point for further discussion in the meeting;
- ÿ attend the entire board meeting by arranging travel schedules in advance to permit on-time arrival and staying through the full meeting;
- ÿ participate effectively in the Board meeting by ensuring that the concerns formulated in the preparation stage are heard by the whole Board. Each Director is expected to retain an open mind until all the facts and view points on issues are before the Board. Conclusions on action items are sought that are believed to be in the best interests of AASB. And, once a decision is made, the director is expected to support such Board conclusions, even when one may have some reservations about them;

ÿ evaluate and follow-up on the actions taken in the Board meeting, by keeping track (through published AASB reporting documents) of how the actions of the Board are being implemented in the short- and long-run, and bringing up any concerns with the President, Executive Director or Board of Directors, as appropriate;

ÿ establish two-way communication through the Board Liaison Network and with their respective school boards to explain and discuss actions taken by the Board of Directors, and;

ÿ provide personal liaison to the member boards through the Board Liaison Network or caucus leadership, or in such other ways as are determined by the President or Board of Directors;

ÿ fulfil responsibilities of any collateral assignment as an AASB committee member or AASB appointed representative to other agency committees or task forces in accordance with the purpose of the committee or the nature of the representation on behalf of AASB and consistent with the precepts of preparation, attendance, participation and evaluation set forth above, and;

ÿ participate actively in the legislative activities of AASB, in the most effective manner, to be jointly decided with the Executive Director, and;

ÿ diligently participate in the annual evaluation of the Executive Director by completing the evaluation instrument and returning it to the designated officer in a timely manner, participating fully and constructively in the Board's evaluation discussion, and assisting in setting professional performance goals for the Executive Director, and;

ÿ accept occasional public speaking assignments such as chairing caucuses and introducing speakers at meetings and giving reports as appropriate before the Board or general membership, and;

ÿ acknowledge and abide by the AASB Board of Directors Job Description and Code of Ethics.

Additionally, the Board Member serves as an Ambassador of the Association. As such, each member of the Board functions as a representative of AASB to member school districts and the general public. Each Director must assume responsibility for explaining AASB's programs, the basis for governance decisions, AASB's vision for the future as described in the AASB's Long Range plan, and AASB's missions and goals, together with the action plans approved by the Board to realize that vision and attain those missions and goals.

Finally, the Board member serves as an advocate for AASB both at home and at the state level. Each member of the Board is part of the governance team selected by the AASB general membership. He or she is expected to be a vigorous, knowledgeable and articulate advocate of AASB and its programs, as approved by the Board of Directors, so that the value of

membership in AASB can be made fully and clearly known in the district from which the Director comes, as well as to all other school boards around the state. As a result of this advocacy, the attitudes, opinions and conclusions about AASB, formulated by school board members around the state, can be made with full understanding of all the facts that Directors can make available.

## Code of Ethics

As a member of the Association of Alaska School Boards Board of Directors I will strive to improve public education, and to that end I will:

- ÿ Attend all three regularly scheduled AASB board meetings and other teleconference meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings;
- ÿ Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;
- ÿ Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- ÿ Encourage the free expression of opinion by all board members, and seek systematic communications between the board and member school boards;
- ÿ Work with other AASB board members to establish effective board policies and to delegate authority for the administration of the association to the Executive Director;
- ÿ Communicate to other AASB board members, and the Executive Director, expressions of member and public reaction to AASB resolutions, policies and programs;
- ÿ Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards association;
- ÿ Support the employment of those persons best qualified to serve as association staff, and insist on a regular and impartial evaluation of all staff;
- ÿ Avoid being placed in a position of conflict of interest, and refrain from using my board position for personal or partisan gain;
- ÿ Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

My signature below indicates that I have read and agree to abide by the AASB Board of Directors Job Description and Code of Ethics.

Name \_\_\_\_\_

Date \_\_\_\_\_



# BOARD OF DIRECTORS

## Election Procedures

*The Association of Alaska School Boards is governed by a Board of Directors comprised of 15 members elected at large from throughout the state. To qualify for a seat on the Board as a director, a nominee shall be a member of a Board of Education which is in good standing with the Association.*

*The Nominating Committee will review all nominations, interview candidates and recommend a balanced slate of candidates to the membership at the AASB Annual Conference in November.*

*Criteria considered by the Nominating Committee will include demonstrated leadership and experience, candidate's statewide perspective and vision of the future for school boards, adaptability, and time available to devote to AASB Board service. Additionally the Nominations Committee will consider how the candidate will complement the geographical representation, urban, rural and ethnic makeup of the Board.*

*Nominations must be made by official action of the school board on which the nominee is a member.*

### Nominating Procedures

1. All nominations must be received in the AASB office by **October 12, 2015**.
2. Prepare **background information** accurately and completely, stating:
  - a. Name and address;
  - b. Length of term for which candidate is being nominated;
  - c. Name of local school board;
  - d. Dates of service, year current term expires;
  - e. Offices held;
  - f. Other education-related awards, services, trainings or recognitions;
  - g. Other non-education related public service or cultural activities at the local, state, or national level;
  - h. Evidence of demonstrated advocacy for children;
  - i. Personal data: education, present and previous occupations, membership in professional or fraternal organizations.
3. Nominations forms should be accompanied by a **written statement** from the nominee regarding that individual's views on areas relating to AASB listed on the nominations form.
4. Nominee should submit a **signed copy** of the AASB Board of Directors Code of Ethics.
5. Record of **official action of the school board** of which the nominee is a member and signature of the school board president or designee.
6. Submit nomination to:

**Nominations Committee Chairperson  
c/o Ryan Aguilar  
Association of Alaska School Boards  
1111 West 9th Street,  
Juneau, AK 99801**

**Note:** Faxed, emailed or scanned copies must **request confirmation**. Please submit the original signed documents following a fax or e-mail submitted to meet the October 12, 2015 deadline.