

Orange County Educational Arts Academy (OCEAA)
825 N. Broadway, Santa Ana, CA 92701
714-558-2787

Board of Directors Recruitment Guidelines and Application

General Information

The OCEAA Board of Directors seeks to recruit and retain board members that are respected in the community, offer valuable talents and resources and are diverse in terms of vocation, race/ethnicity and gender. Please see www.OCEAA.org for a description of our school's mission and programs.

Commitment

Board membership is a volunteer post which demands a significant time commitment. The OCEAA Board holds a regular meeting every second Wednesday of the month at 6 p.m. Individual board members are expected to participate in committee work, and special meetings may be called as needed. All meetings of the OCEAA Board of Directors are held in accordance with the Brown Act, also known as California's "Open Meeting Law." In addition to meeting and committee work, Board Directors must develop themselves by participating in training events, conferences or other forums which develop the working knowledge needed to govern effectively. Board member terms are 2 years and until an event causes a Board vacancy, per the OCEAA bylaws.

Roles and Responsibilities of OCEAA Board Membership. OCEAA Board members:

1. Steward and actively support the school's core values and mission.
2. Act as informed advocates for the school's mission, programs and goals in Orange County and beyond.
3. Understand that it is the fundamental responsibility of the Board to ensure the school's financial responsibility.
4. Make OCEAA a philanthropic priority and to contribute at a personally significant level to the school's major fundraising activities.
5. Understand that it is a Board responsibility to hire, support and nurture the school's administrative team.
6. Understand that while the Board sets policy, it is the administration that manages the school's day-to-day operations.
7. Participate actively and regularly in the work of the Board and the committees of which they are members.
8. Have substantive knowledge or expertise in one or more areas complementary to the needs of the Board and a willingness to share these skills, talents and networks to accomplish the school's goals and priorities.
9. Maintain the confidentiality of, or treat with appropriate discretion, all matters discussed at Board and committee meetings.

10. Separate personal, professional or family interests from their roles and actions as board members.

11. Work collaboratively with fellow trustees on the resolution of issues that come before the Board.

12. Understand that the Board speaks collectively, with one voice.

Application Guidelines

Individuals who would like to join the recruitment pool are encouraged to submit a letter of interest and *curriculum vitae*, by August 17, 2009, to the following:

SAUSD Public Information Office at (714) 558 - 5555 or visit the office at 1601 E. Chestnut Ave., Santa Ana, CA 92701. The fax number is (714) 558-5812 and email address is pioinfo@sausd.us. Applications can also be downloaded from the SAUSD website www.sausd.us, by clicking on the OCEAA press release under District News. The application deadline is August 17, 2009, at 4:30 p.m.

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Application for Board Recruitment

Eligibility: (Please check the appropriate box.)

- Representative of the Arts Community:
Name of Organization and address: _____

- Representative of the Business Community:
Name and address of business _____

- Resident of Santa Ana Unified School District
Address of residence _____

- Parent of Santa Ana Unified School District student

Child enrolled in which school? _____ grade ____
Member of school parent organization? _____yes _____no
Active in School Site Council? _____yes _____no

Letters should address the following:

1. There are many schools which could benefit from volunteer service. Why are you interested in serving the Orange County Educational Arts Academy as a board member?

2. A board that has sufficient “human capital” to carry out its work includes, but is not limited to, members who have financial, legal, real estate, political, development and education expertise. What specific skills, experience, perspectives or interests do you have which would make you an asset to the board as it works to fulfill the mission of OCEAA?

Applicants whose qualifications meet current Board needs will be contacted for further screening. Those interested in applying are encouraged to attend a regularly scheduled board meeting at OCEAA:

Date/Time: Second Wednesday of the month at 6 p.m.

Location: Teacher Lunchroom (2nd floor, end of corridor parallel to Broadway).