

Archdiocese of Chicago
Office of Catholic Schools

Guidelines for Recruiting Individuals Boards of Specified Jurisdiction

It is very important to keep the perspective that your school community deserves a highly skilled and participative individual to become a member of your Board of Specified Jurisdiction (BSJ). Keep your expectations high and believe that you will find and recommend an individual who is a good steward of his/her time and talent for the benefit of Catholic day school education.

When you set out to recruit an individual as a new member, the most important consideration is realizing what skills are currently needed by the board community. Consider the five (5) areas specifically empowered to the BSJ - ministry effectiveness, member development, fiscal management, planning, and institutional advancement.

- ❖ Maintain an up-to-date roster of current BSJ members that includes skill, talent, and other specific information. See sample **BSJ Roster Grids**.
- ❖ Use the **BSJ Application Form** for prospective candidates. The form will solicit information about the potential new member, including biographical information, why he/she wants to join the BSJ, what he/she hopes to bring to the BSJ, what he/she would like to get from his/her board membership, and any questions he/she might have. This should be submitted at the time of recruitment.
- ❖ Reference the charges and action plans of the work groups/committees and subcommittees to identify skills that would be very useful to the operations of the BSJ.
- ❖ Use the recommendation form with the members of the BSJ in order to generate names of potential candidates who might be known to them. These candidates might be members of the committees and subcommittees.
- ❖ Members of the BSJ Member Development Committee should prepare a packet for the candidates that would include an overview

of the school community (Annual Report, brochure, human interest articles), Governance as Leadership (Case Statement for BSJ), the BSJ Member Agreement, and BSJ Application Form.

- ❖ Contact the individual prospective candidate and establish a time to meet with him/her. It might be beneficial to ask a BSJ member to join you, especially if this BSJ member recommended the candidate. In addition to speaking about the school community, the candidate should hear about how you orient new members. Provide the names of several BSJ members whom the prospective candidate might contact with any questions.
- ❖ Identify any potential conflicts of interest the candidate might have, such as but not limited to, is he/she on the board of a competing school or nonprofit organization, a vendor of the school, a parent with a current student, and/or a relative of an employee.
- ❖ Invite the prospective candidate to a BSJ meeting. Notify the members of the Executive Committee that the candidate will be attending. Consider name tags/tent cards to help the potential new member become acquainted with BSJ members. Introduce the candidate right away in the meeting, and at the end of the meeting, ask the candidate if he/she has any questions. Thank him/her for coming.
- ❖ Within 48 to 72 hours after the Board meeting, call the candidate to hear if he/she wants to have his/her name and application submitted to the pastor/superintendent for consideration as a BSJ member. Remind the candidate that the appointment is made by the pastor/superintendent.
- ❖ The pastor/superintendent should prepare an official letter of appointment. If a candidate is not accepted as a BSJ member, the chairperson of the BSJ should write a letter of gratitude to the candidate.
- ❖ Prepare a time for the new BSJ member to receive BSJ orientation.