

## PROCEDURE

### **Nomination, Vetting, Electing, and Orientation of New Trustees to the New Jersey School Insurance Group (NJSIG) Board of Trustees (tfc DRAFT 8/14/15 v2)**

The purpose of this procedure is to ensure a smooth transition of new members to fill vacancies on the NJSIG Board of Trustees. See NJSIG BYLAWS, ARTICLE V. ORGANIZATION, A. TRUSTEE QUALIFICATIONS

#### Steps

1. Association Nominee Recommendation - The NJSIG Trustee vacancy is communicated by the NJSIG Executive Director to either one of the three associations: the New Jersey School Boards Association (NJSBA) for School Board Members, the New Jersey Association of School Business Officials (NJASBO) for School Business Administrators, and the New Jersey Association of School Administrators (NJASA) for School Superintendents. The particular Association President recommends or nominates a candidate to fill the NJSIG Trustee vacancy. It's recommended that the nominee NOT be from same school district as other current Regional NJSIG Trustees. The particular Association President communicates back to the NJSIG Executive Director their nominee and the NJSIG Executive Director communicates the nominee's name and credentials to the NJSIG **Board Chairperson**.
2. Vetting - The NJSIG **Board Chairperson** arranges a "meet and greet" with the nominee. It's recommended that this meeting be a lunch with the other two current NJSIG Regional Trustee Board Members, NOT a meeting with the NJSIG Executive Director. A meeting with the NJSIG Executive Director would be a conflict of interest. The NJSIG Executive Director would put themselves in a position to recommend, or not recommend, a nominee that could eventually, if elected, vote on their employment. If there is a vacancy for one of other NJSIG Regional Trustee Board members who be on the "meet and greet" team, the NJSIG **Board Chairperson** or designee can fill in for that person. The results of the "meet and greet" are then communicated to other NJSIG Trustee Board members and Executive Director. **If the results of the "meet and greet" are positive, the Executive Director then has the option of meeting the candidate prior to resolution being made for the election of nominee.**
3. Election - if the nominee is recommended, the NJSIG Executive Director makes sure that the nominee gets included in the agenda for next Meeting of NJSIG Board of Trustees. The nominee should provide a brief bio on their current roles in their school districts to the NJSIG Executive Director to use as an appropriate Introduction **to the nomination resolution**.
4. Orientation - once elected, the nominee will be sent a username and password to the NJ SIG website. The nominee will read the NJSIG Board Orientation Guide to familiarize themselves with the Mission Statement, Values, History, FAQs, and Annual Financial Reports. Once the new trustee board member has read this material, they will arrange a meeting with NJSIG Executive Director to review the information for understanding.

Respectively submitted,

Thomas F. Connors, Ph.D.

Central Jersey Member NJSIG Board of Trustees (7/1/15 to 6/30/18), NJSBA School Board Member from Piscataway Township Board of Education. TFC; tfc