

March 19, 2014



**To:** Eagle Ridge Academy Staff and Families  
**From:** Missy Madigan, Election Coordinator, Eagle Ridge Academy Board of Directors  
**Subject:** Eagle Ridge Academy Board of Directors Annual Election

On behalf of the Eagle Ridge Board of Directors, I want to take a moment to inform you of our upcoming annual Board election. Below, you will find some pertinent information regarding the election process. Please take a moment to familiarize yourself with the process as we will be using a web-based voting format this year.

### **Election Communication**

Please note that all communications regarding this year's election will take place through email. **If you do not have access to email, please contact the school office at 952-746-7760 so that other arrangements can be made.**

Should you have any questions about the election process, please contact Missy Madigan, Board of Directors Election Coordinator, at 952-746-7760 ext. 152 or email [mmadigan@eagleridgeacademy.org](mailto:mmadigan@eagleridgeacademy.org).

### **The Nomination Process**

The Board of Directors asks that you consider and recommend yourself or other individuals with the competence and vision to provide skilled leadership for the Academy. Any member of the Corporation, parent or staff, may submit a nomination. There is no limit on the number of nominations one person may make. To nominate, please print a copy of the "Nomination Form" from the Eagle Ridge Academy website listed under the Board tab. Once you have completed the form and contacted your nominee, please mail, fax, email, or drop-off the form in the Academy main office. **Nominations are due to Missy Madigan on or before April 14, 2014 by 5:00 pm.**

### **Board Member Election Process**

Once nominations are received, the election process will follow this sequence:

- All nominees will receive an information packet that will contain a detailed description of the requirements of Board service as well as details for accepting the nomination.
- The Board will create a Voter Information Guide for all members. This Guide will include all candidates, their qualifications, and their views -- taken from the candidate questionnaires. The Voter Information Guide will be available **on or before April 16, 2014** on the official voting site (web address to be provided at a future date) as well as posted on the Eagle Ridge Academy website for members to review.
- A Candidate Forum will be held on **April 24, 2014 at 7:00pm**. This Forum will provide an opportunity to meet and question all of the candidates who are running for election. All candidates are encouraged to take part in this Forum.

- The official election itself will start on **April 25, 2014 at 8:00am**. You will receive an individualized ballot passcode and log-in information as well as further directions via email. You must cast your vote **by May 27, 2014 at 12:00 Noon**.
- Official results will be analyzed and announced at the **May 27, 2014 Board Meeting at 6:00 p.m.**

### **Nomination Considerations**

There are seven seats available for this election: three teacher seats and four parent/community member seats. Of the parent/community member seats, at least one candidate from each category must be elected.

Please keep in mind that there are certain skills and attributes that the Board needs in its elected representatives. It is important to nominate people with these so that the Board has a broad range of expertise to call upon as it charts the school's future. These skills and attributes include:

- A Commitment to the Academy's Classical Mission and Vision
- Education
- Finance/Accounting
- Human Resources
- Marketing/Public Relations/Advertising
- Development/Fundraising/Non Profit Management
- Facilities Management
- Governance/Law
- Information Technology
- Strategic Planning

As you consider possible nominations, please keep these additional points in mind:

- This is a hardworking, strategic Board, and Board members can expect to spend at roughly 12-15 hours per month contributing to Board efforts through meetings and assignments.
- If you are nominating someone other than yourself, please discuss the nomination with that person so that she or he is aware of the nomination.

Many grateful thanks for giving this election your careful thought and attention. As our Eagle Ridge Academy completes its tenth year, we are continually impressed with the commitment of families and staff to ensure the Academy's success.