



UNIVERSITY CORPORATION AT MONTEREY BAY

100 Campus Center Seaside, CA 93955-8001 831/582-3500

122-001-D: SELECTION CRITERIA FOR STUDENT BOARD MEMBER

I. Responsibilities of the Student Member on the University Corporation Board

- A. Serves as a full voting member on the Board of a nonprofit 501(c)(3) organization that is a recognized auxiliary in good standing of the CSU
- B. Serves as liaison with Associated Students and the general CSUMB student community, keeping students informed on the issues and bringing a student perspective to Board deliberations
- C. Commitment to serve a one-year term
- D. Commitment of time to:
 - 1. Prepare for monthly and special Board meetings, including reviewing Board materials and meeting with University Corporation staff for briefings
 - 2. Attend regular monthly Board meetings, which are typically held on the third Thursday of the month, starting at 8:30 a.m. and lasting three hours or more
 - 3. Attend special Board meetings that may be scheduled from time to time
 - 4. Maintain communication with the student community

II. Desirable Qualifications

- A. Demonstrated interest in and commitment to entrepreneurship and the various activities governed by the University Corporation
- B. Familiarity with CSUMB campus and University Corporation activities
- C. Previous experience serving on a board or in a leadership position in a student or community service organization
- D. Enrolled upper division or graduate student in good standing
- E. Ability to:
 - 1. Quickly acquire general knowledge of the organization and its relationship to the University as an auxiliary organization of the CSU
 - 2. Serve as an effective representative of the University Corporation, especially to the student community
 - 3. Communicate effectively and articulate various points of view

III. Appointment Process

- A. *De Facto Nomination:* The Associated Students President will be the de facto nominee for the Student Board Member position.

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Although it is a de facto nomination, the Associated Students President is still required to provide nomination materials described below and will still be subject to approval by the President of the University.

- B. *Nomination Materials:* If the Associated Students President cannot or will not serve as the Student Board Member, Associated Students will select their own representative through a recruitment process determined by Associated Students and approved by the University Corporation Executive Director and the Vice President of Student Affairs. The recruitment process will, at a minimum, include distribution methods that will ensure maximum advertisement of the vacancy.

Nomination materials must, at a minimum, consist of the following information:

1. Résumé or Vita
 2. Letter of interest addressing:
 - a. How the individual meets the qualifications for and can fulfill the responsibilities of the Student Board Member position, including how this individual will fulfill the role of student liaison
 - b. How this position fits into the student's learning plan
 - c. How this position benefits the student's personal development
- C. *Interview:* The Selection Committee will be comprised of the Associated Students President, the Associated Students Administrative Liaison or designee, and no less than four additional students. The University Corporation Executive Director or designee and the Vice President of Student Affairs or designee must be asked to serve on the Selection Committee but are not required to serve. The Selection Committee will interview each nominee to ensure that the candidates understand both their responsibility as a voting member of a nonprofit Board and the responsibility to serve as liaison with Associated Students and the general CSUMB student community to keep students informed regarding the work of the University Corporation.
- D. *Appointment:* The Selection Committee will forward a nomination package to the President consisting of copies of all nomination materials and a cover memo with the committee's recommendation for appointment. The President will review the nomination package and appoint a qualified nominee to serve as the Student Board Member.

IV. Orientation and Installation

- A. *Orientation:* An orientation meeting will be scheduled with the outgoing student representative, the University Corporation Executive Director, and University Corporation Director of Operations.
- B. *Installation:* Formal installation will take place at the Annual meeting, which is the last Board meeting of the fiscal year.

V. Adoption and Review

- A. The University Corporation's Board of Directors has adopted this the Criteria for Selection of Student Board Member, dated 21 Apr 98.

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1. Revised 27 January 2000
 2. Revised 15 May 2003
 3. Revised June 2006
- B. This Selection Criteria for Student Board Member will remain in effect without Board review. University Corporation staff, however, will review this policy regularly to ensure its appropriateness. Any proposed amendments or variations of this policy would require a majority approval by the University Corporation Board of Directors.

VI. Related Documents

- A. 121-001-B: Selection Criteria for Faculty Board Member
- B. 123-001-B: Selection Criteria for Community Board Member