



UNIVERSITY CORPORATION AT MONTEREY BAY

100 Campus Center Seaside, CA 93955-9001 831/582-3500

124-001-A: SELECTION CRITERIA FOR STAFF BOARD MEMBER

I. Responsibilities of the Staff Member on the Corporation Board

- A. Serves as a full voting member on the Board of a nonprofit 501(c)(3) organization that is a recognized auxiliary of the CSU
- B. Serves as liaison with the general staff community, keeping staff informed on the issues and bringing a staff perspective to Corporation Board deliberations
- C. Commitment to serve a two-year term
- D. Commitment of time to:
 - 1. Prepare for regularly scheduled and special Board meetings
 - 2. Attend regularly scheduled Board meetings
 - 3. Attend special Board meetings that may be scheduled from time to time
 - 4. Maintain communication with the staff community

II. Qualifications

- A. Must be a full-time staff member who has successfully passed probation
- B. Demonstrated interest in and commitment to entrepreneurship and the activities governed by the Corporation
- C. Ability to serve as an effective representative of the Corporation, especially to the staff/administration community
- D. Evidence of ability and opportunity to interact with broad segments of the CSUMB community (e.g., student affairs, academic affairs, advancement, facilities, finance, human resources, etc.)
- E. Connection to or involvement in local external community
- F. Long-term commitment to CSUMB

III. Recruitment and Appointment Process

- A. *Recruitment* ~ Corporation staff will issue a call for nominations in the Staff & Faculty conference and the Corporation conference in First Class.
- B. *Nomination Materials* ~ Nomination materials will consist of a resume and a letter of interest telling how the individual meets the qualifications for and can fulfill the responsibilities of the Staff Board member position, including how the individual will fulfill the role of campus liaison.
- C. *Appointment* ~ Corporation staff will notify the Board of the individuals under consideration and will provide the nomination materials to any Board members

124-001-A: Selection Criteria for Administration/Staff Board Member

requesting them. The President will review the nomination materials and appoint a qualified nominee to serve as the Staff Board member.

IV. Orientation and Installation

- A. An orientation meeting will be scheduled with the outgoing Staff representative and Corporation management staff.
- B. Formal installation will take place at the Annual meeting, which is the last meeting of the fiscal year.

V. Adoption and Review

- A. The Selection Criteria will remain in effect without Board review. Corporation staff, however, will review this policy at least annually to ensure its appropriateness.

Any proposed amendments or variations of this policy would require a majority approval by the Corporation Board of Directors.