

Oberlin Alumni Association Trustee Search Committee Guidelines and Objectives

Vision

The Trustee Search Committee of the Alumni Association ensures a strong alumni voice in the governance of Oberlin College by selecting exceptional alumni candidates for election to the Board of Trustees.

Purpose

The purpose of the Trustee Search Committee is to select alumni to be presented to the members of the Alumni Association as candidates for the position of alumni-elected member of the Board of Trustees of Oberlin College. Alumni-elected trustees hold six positions on the Board. Alumni-elected trustees serve 4-year terms, and service is limited by Board policy to three terms. It is possible for an alumni-elected trustee to be selected by the Board of Trustees to serve additional terms.

Members

The Trustee Search Committee consists of a chair and nine members. Three members are appointed each year for renewable, three-year terms on the committee. It is recommended that this committee include members who represent the diversity of the Oberlin community, including alumni of both the College of Arts and Sciences and the Conservatory of Music.

As a whole, the Committee should be well connected with a variety of people within the Alumni Association, and should have a diversity of backgrounds that allows the Committee to deploy the individual strengths of each member. The membership should be balanced between experienced and new members in order to perpetuate institutional knowledge. Recent trustees (i.e. former Class Trustees and Alumni-Elected Trustees) offer additional insight into the needs and activities of the Board.

Committee members should actively seek potential candidates among alumni and remain in regular communication with actual or potential candidates. They should provide opportunities for members of the alumni body to nominate prospective trustee candidates. They are to communicate with alumni about the significance of the AET election tradition and encourage alumni participation in the selection process and seek ways to improve the election process.

The chair is elected by the Alumni Leadership Council in accordance with established Alumni Association procedures, serves on the Council, and reports the activities of the committee to the Alumni Leadership Council on a regular basis. The Chair is empowered to speak on behalf of the committee. The chair should confer annually with the chair of the Board of Trustees to discern desirable talents, attributes, and skills of potential trustee candidates.

As part of the agreement to serve on an Alumni Association committee, all members shall be required to make a financial contribution to the College annually to ensure 100% participation. Failure to make such an annual contribution shall be considered grounds for removal from the Committee.

Participation of the Committee is somewhat involved, and requires occasional travel to campus and conference calls. This is rarely a member's first volunteer experience with Oberlin College. Service on the Trustee Search Committee deepens and broadens committee members' knowledge and understanding of Oberlin's governance, financial soundness, academic quality, campus planning, and contemporary student lives.

Staff Liaison

The Trustee Search Committee is staffed by the Executive Director of the Alumni Association or a designee who attends all meetings.

Process

Every year, the Trustee Search Committee recommends candidates to the Alumni Leadership Council for election by the Alumni Association. The number of nominees presented by the Trustee Search Committee for an election shall always be one more than the number of slots that are to be filled in that election. Additional vacancies can be filled through election or appointment.

It shall be the policy and practice of the Alumni Leadership Council that if it does not accept the slate of candidates the Council shall explain its reasons to the Trustee Search Committee and shall ask the Trustee Search Committee to promptly recommend another slate of candidates for the Council's consideration.

Trustees' terms begin and end at noon on July 1 of every year. In the event of a vacancy created by an uncompleted term, the Alumni Leadership Council is empowered to appoint a replacement trustee to serve the remainder of the term; in this case, the Trustee Search Committee offers a nomination to the ALC.

Timeline

October

TSC Meeting in Oberlin:

- Review new AET nominations
- Review current nominee pool
- Select "medium list" – approximately 6 candidates

November-February

Candidate Interviews

March

TSC Meeting in Oberlin.

- Review interviews and select finalists for next election

June/July

Present candidates to Alumni Leadership Council for ratification

August-November

Notify finalists and confirm interest in serving

Gather ballot materials

February-March

Alumni Trustee Election

April

Tally and certify the results of the election

June

Board of Trustees votes to approve new AET

July 1

AET Board Term Begins

Meetings

The Trustee Search Committee meets at least two times annually at the call of the chair. In general, meetings should last not less than one full working day in order to increase the cost effectiveness and efficiency of the committee.

At least one meeting each year should be scheduled to overlap with an on-campus meeting of the Board of Trustees, to permit a joint meeting of the committee and the current alumni-elected trustees. An additional meeting is usually called in conjunction with a meeting of the Alumni Leadership Council.

All meetings held in are in closed session. The President of the Alumni Association is not an ex-officio member of the committee.

Alumni-Elected Trustee Candidates

The Candidate selection process considers, among other factors, each individual's:

- Alumni service to Oberlin
- Record of financial support since graduation
- Career and volunteer experiences that bear on the role of trustee
- Lifetime commitment to Oberlin values

The Committee actively solicits nominations from the chairs of affiliate groups and maintains an awareness of current specialized expertise required by the Board of Trustees.

To be eligible, the candidate must hold an Oberlin College degree, earned or honorary (as required by Oberlin College Bylaws).

Candidates also should:

- understand and be dedicated to Oberlin's ideals, objectives, and institutional traditions;
- support the unique, historic relationship among the College of Arts and Sciences, the Conservatory of Music, and the Allen Memorial Art Museum;

- be committed to the value of a liberal education in arts and sciences in a complex and changing world and to the training of professional musicians at the undergraduate level;
- possess a notable reputation in their profession or area of endeavor;
- have the expertise and competence to make sound decisions for the College;
- be willing and able to make a significant commitment of time and to make available or have access to resources -- human, financial, and material -- on behalf of Oberlin during tenure on the Board;
- be willing to serve as an avenue for alumni concerns to be conveyed to the Board of Trustees and to report regularly to the Association.;
- enhance the diversity of perspectives represented on the Board;
- have the presence and experience to contribute to a strong, working Board of Trustees;
- have a record of service to and financial support for Oberlin College.

Approved 12/2/88

Amended 11/20/93, 6/18/95, 11/7/99, 3/11/00, 3/10/02, 9/21/12, 3/4/16

Trustee Search Committee

Alumni Leadership Council