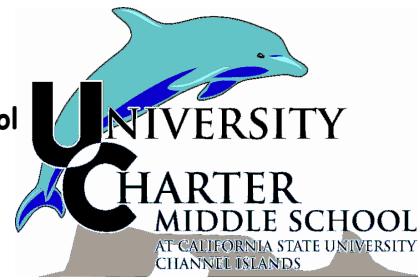




University Preparation School
at CSU Channel Islands
University Charter Middle School
at CSU Channel Islands
550 Temple Avenue
Camarillo, CA 93010
(805) 482-4608



BOARD MEMBER TIMELINE AND PROCEDURES PARENT and COMMUNITY POSITION

Vacancy Occurs

1. Board discussion regarding vacancies of parent and community positions.
2. Board determines an exact timeline for filling vacancy.
3. Nominating Committee notified.

Within two months

1. Director / designee sends vacancy announcement to UCS parents.
2. Post vacancy announcement at both campuses and on facebook.
3. Post vacancy announcement and application on the website.
4. Applications made available to prospective appointees and deadline made known.

Application Due Date

1. Deadline **4:00 p.m.** on due date for applications to be received by Director's office and forwarded to the board chair.

Review Process/Interview

1. Board OR nominating Committee reviews applications and selects candidates for consideration.
2. Candidates are invited to come and speak to the board at a regularly scheduled Board meeting.
3. Final selection requires board approval.