

## **SEEKING CANDIDATES FOR 2 OPEN BOARD SEATS!! BOARD NOMINATION GUIDELINES**

Hmong College Prep Academy is seeking nominations for two(2) open board seats

**Newly elected board members for two board positions will serve Through June 30, 2022 and eligible to run for the seat in May 2022**

### **Open Board Seats:**

Seat D - available for parent/community members

- preferred candidate with board experience and must have professional experience in Business/Organizational Management and/or Financial Services.

Seat E - available for parent, community, or teacher members

- preferred candidate with board experience and must have professional experience in Higher Education or Entrepreneurship/Business Owner

All interested candidates must meet the basic requirements for the parent/community member seat as listed below.

### **Requirements and General Guidelines for all potential nominees who are running for a board position. Preferred candidates that meet 2 out of 4 conditions below.**

1. Candidate with previous board training/experience.
2. Have basic knowledge of MN Charter School and statutes.
3. Have basic knowledge of HCPA's policies and procedures.
4. Have basic knowledge of HCPA's mission, vision, and core values.

### **Nomination Requirements:**

- A Completed Nomination Form requesting consideration as a nominee for the open board position (use attached Nominating Form).
- Statement of Interest (limit to 200 words: addressed to Nominating Committee Why do you desire to serve on the Governing Board? What experience and/or skills you will bring to the board?)
- A Short Biography: the biography will appear on the election ballot and HCPA's website.
- Two (2) Letters of Support (preferred but not required): Letters should include responses that highlight an understanding of the nominee's experience and specific strengths. Members of the Nominating Committee or current board members seeking an additional term are not required to provide letters of support. Individuals shall not provide a letter of support for more than one nominee running for a board position. If the nominee is a teacher, one letter of support must be provided by a student.
- An overview and/or list of accomplishments within and outside of HCPA.
- In-person or via Zoom Meeting for an interview with the Nominating Committee.



**Requirements for Community Members:**

- Must have minimum three (3) years professional work experience.
- Must have influential community leadership within the Hmong and mainstream communities.
- Must fall into one of the category listed below to bring overall diversity to the HCPA board. Background for potential nominees must include experience in: higher education, finance, attorney, professional business management, and community leadership, etc.
- **Preferred members with prior board experience, non-profit or for-profit background, business management, higher education and/or Legal Services or Attorney background.**
- Clear criminal background check and sign the board Conflict of Interest Resolution.

**Requirements for Parent Member:**

- Must have minimum three (3) years professional work experience.
- Should be an active participant in school community and activities.
- Must be a parent with a child currently enrolled at the school to hold the Parent Seat on the board. When the parent no longer has an active child enrolled at the school, the parent is no longer eligible to hold the parent seat on the board. The end date of the child's enrollment at the school will also be the end date of that parent's role as a board member.
- Clear criminal background check and sign the board Conflict of Interest Resolution.

All interested candidates should submit the nomination requirements to [GovernanceCommittee@hcpak12.org](mailto:GovernanceCommittee@hcpak12.org).

**HMONG COLLEGE PREP ACADEMY  
DISTRICT 4103-07  
CANDIDATE NOMINATION FORM**

**BOARD NOMINEE CANDIDATE INFORMATION**

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Home/Cell: ( ) \_\_\_\_\_ MN Driver's License Number: \_\_\_\_\_

Social Security \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Please check applicable box:

- Board Seat D for Parent/Community –**
  - preferred candidate with board experience and must have professional experience in Business/Organizational Management and/or Financial Services.
- Board Seat E for Parent/Community/Teacher–**
  - preferred candidate with board experience and must have professional experience in Higher Education or Entrepreneurship/Business Owner

*By signing this form, I attest that I am a member in good standing in the community and am willing to have my name submitted for consideration by the Nominations Committee.*

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date**

*Please attach the nomination requirements listed in the nomination packet with this form. It is the candidate's responsibility to ensure that the application is complete. Submitting a nominee's name does not imply that nominee will appear on the final ballot. Selection is based on nominating guidelines. All materials in your nomination packet should include all of the following items:*

**Check List:**

- Nomination Form
- Statement of Interest
- Short Biography
- 2 Letters of Support
- An Overview and/or List of Accomplishments
- Complete Conflict of Interest Resolution
- Highly recommend attending one board meeting