

Seneca Academy Board of Trustee Application

The Seneca Academy Board of Trustees is searching for candidates to serve on the board. Boards of Trustee members do not receive compensation for time served. Board membership requires a strong commitment to the mission and vision of the Academy. Members must possess high ethical and moral standards to lead and sustain the integrity of the Academy.

To be considered for a position on the board, please follow these instructions:

1. Complete and sign the application.
2. Include an updated resume.
3. Sign the Letter of Commitment.
4. Return the completed application, except the Core Competencies to:

Ms. Carrie Peterson, Chair-Governance Committee
12861 Route 439
Irving, NY 14081

If need further information or have questions contact Carrie Peterson at (716) 532-3341 or email carrie.peterson@sni.org.

Seneca Academy Board of Trustees Application Process

Vision and Mission Statement

The *vision* of the Seneca Academy is to empower young people through a culturally relevant education to ensure the strength and survival of the Seneca Nation and to prepare students to pursue further interests in business, government, the workplace or higher education, within and outside of the Seneca Nation.

The *mission* of the Seneca Academy is to provide a rich curriculum that embraces both Seneca and Western knowledge and understanding with the fundamental objective that young Seneca students will be empowered to assume the full responsibility of citizenship in Seneca society and beyond.

1. Application Process

Every candidate seeking appointment to the Seneca Academy Board of Trustees must complete the accompanying application. The Acknowledgement and Notice portion of the application must be signed before a candidate may be considered for an appointment. A current resume and signed letter of commitment must be submitted along with the completed application form. Mail all documents to:

Ms. Carrie Peterson, Chair-Governance Committee
12861 Route 438
Irving, NY 14081

2. Interview Scheduling

If you are chosen to be individually interviewed, please be advised that your availability for the interview is very important. Interviews will be scheduled with as much advance notice as possible, but under certain circumstances, no more than a few days notice may be given.

3. Decision Process

The Governance Committee will evaluate all applications to meet the experience, knowledge and skills criteria described in the Core Competencies. A nominee will be selected by majority vote of the Committee. The name of the nominee will then be forwarded to the Board of Trustees for nomination to Tribal Council.

All candidates interviewed will be informed by letter of the decision of their candidacy.

Seneca Academy Core Competencies of Individual Trustees

The Seneca Academy Governance Committee provides a written policy of expectations and competencies for successful Board of Trustee membership. This policy shall assist Trustee's in personal responsibility towards their duties and allow them to make informed decisions prior to accepting or declining a Trustee position. The policy will assist the annual self-evaluation of Trustees.

Core Competencies

1. Actively supports the vision and mission of the Seneca Academy by serving to further the school's goals and objectives. Demonstrates a clear understanding of the mission and as such, the member's behaviors are consistent with Academy values.
2. Emphasis is placed on the need and willingness to learn, accepts and embraces feedback of Trustee performance and participates in furthering their education as a member.
3. Demonstrates a collective strength and encourages cohesiveness with the board, supportive and dedicated to policy matters, promotes personal responsibility and maintains the big picture of the school.
4. Able to recognize and see Trustees as a constituency among many, tolerates and understands complexities and ambiguities. Is continually mindful of how their individual issues, actions and decisions affect others and the school as a whole.
5. Demonstrates respect, guards the integrity of the governance process, and accepts primary responsibility to build positive, healthy relationships among all constituencies.
6. Decisions are strategically focused with specific importance to the fulfillment of the school's vision and mission.

Leadership

1. Attends and participates in Board meetings regularly. Attends seminars and workshops to further individual educational development that promotes board service and duties.
2. Read the material and be prepared for discussions prior to Board and/or Committee meetings.
3. Serve in leadership positions or take on additional duties when asked. Participate in school activities when asked.
4. Serve as an ambassador to the community. Always mindful of maintaining the integrity of their role, Trustees are to publicly reflect a positive posture of the Seneca Academy.
5. Trustees set the tone for a successful school experience. Therefore Trustees shall safeguard against blending their role as Trustee of policy responsibilities and school administrative roles and responsibilities. Should a Trustee have children attending the school, the Trustees primary focus is on policy, not personal family matters which are reserved for the school administration.

Seneca Academy Board of Trustee
Commitment Letter

Based on the Board of Trustee core competency outline, an effective board comprises of broad competencies such as contextual, educational, interpersonal, analytical, political and strategic dimensions. Recruitment of potential board members will be based on an individual's ability to demonstrate vision in creativity, imagination, work to team cohesiveness and possess a strategic focus to achieve goals for the greater good.

As a potential trustee, your commitment to fostering and developing a caring leadership role in the Academy is a significant contribution to the schools success. Members of the Board are trust holders to the cultural and learning impact on our future generations. It is important for potential Trustees to have a clear understanding of their roles and responsibilities. Please read the personal commitment and core competency standards:

1. Attend board of trustee meetings held the third Monday of every month alternating between Cattaraugus and Allegany Territory. Attend special meetings and the Annual meeting in May. Attendance is important, according to by-laws Article 1 section 1 (c) Organization; three unexcused absences shall be sufficient grounds for removal.
2. Serve on a minimum of one committee. Your expertise shared at the committee level is crucial to moving the goals of the Academy forward.
3. Be prepared for meetings, read material in advance to scheduled meeting.
4. Commits to adhering to the Core Competencies established by the Board of Trustee for membership.

What you may expect from the Board of Trustees:

1. Meetings will provide an efficient use of your time. The board values every member's time and is respectful in that manner.
2. Agendas, minutes, reports etc. will be sent to you prior to the meeting for reviewing. It is your responsibility to inform the board secretary of updated personal contact information.
3. Orientations to membership and ongoing training will be provided to advance your understanding of life-long learning.

Please sign the commitment letter and return it with your completed application to the address on the cover sheet. Thank you for your interest.

Sincerely,

Carrie Peterson, Chair
Seneca Academy Governance Committee

Applicant Signature

Date