

## **AP 2110 Vacancies on the Board of Education**

### **References:**

ORS 341.335

Sample Interview Questions are listed at the end of this Procedure

When the Board of Education determines to fill the vacancy by appointment, the President shall assure that there is ample publicity to and information for prospective candidates.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board of Education.

Persons applying for appointment to the Board of Education shall receive a letter from the President containing information about the college and the Board of Education, including a candidate interest and information sheet to be completed and returned by a specific date. The Board secretary will review all completed applications to confirm qualifications.

The Board of Education will develop a “standard” set of questions to be asked of each candidate. The candidates will be provided a copy of the questions in advance of the scheduled interview.

The Board of Education shall request personal interviews with all qualified candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board of Education member will review all candidate information sheets, with final selection made by a majority vote of the Board of Education members at a public meeting called for that purpose.

END OF PROCEDURE

**Approved: November 13, 2018**

**Sample – interviewee to receive the questions in advance of the Interview****Board Interview Vacancy Questions  
Zone - \_\_\_\_\_.**

- A. Candidate – 3 minute statement of interest
- B. Board – Interview Questions:
1. Describe your volunteer and community experience.
  2. If a visitor asked you to describe the College, how would you describe it?
  3. What motivated you to apply for this position?
  4. This Position on the Board expires on June 30, \_\_\_\_\_. Would you consider running for office in the May \_\_\_\_\_ election to serve the unexpired \_\_\_\_\_ year portion of this 4-year term?
  5. What expertise (business background, previous work in an educational institution, education related service, etc.) do you feel you bring to the Board?
  6. If you find yourself in a minority position on an important issue, how will you handle the situation?
- C. Candidate – Do you have any Questions?
- D. Candidate – Is there anything, which we didn't ask you about that you would like to share?

END