



School/University Partnership Office
Phone: (989) 964-4623
Fax: (989) 964-4636

TO: Board Presidents, Compliance Officers, and Management Companies
FROM: David A. Lewis
DATE: August 4, 2021
RE: Board of Directors Vacancy Appointments

It is time again for new members to be selected to fill any board vacancies that may have occurred or will occur in the next few months. **If you are running less than full capacity, SVSU is requiring that you advertise for your open positions.** SVSU recommends that you advertise whether you have a current opening or not. Please follow the process below, as outlined in your contract:

1. **Publicly advertise** that you are taking applications for board positions. (Appropriate advertising could include any or all of the following: school newsletter, printed and nonprint media, letters of information to community groups.) **Please send us a copy of your advertisements.**
2. All application packets must include the following:
 - a. Public School Academy Application for Board of Director Candidates. (1 copy included, please make additional copies as needed. Form can be filled out electronically and printed at <http://www.svsu.edu/supo/psaboardmembers/>) **THE NEW BOARD APPLICATION DATED 2/18/2019 MUST BE USED.**
 - b. Complete resume for each candidate.
3. Please include the description of the process used to screen and recommend board candidates.
4. **All** applications received must be submitted to SVSU’s School/Partnership Office **with a memo stating your recommendation(s) for appointment.**

Timeline:

October 1	Applications MUST be submitted to SVSU Partnership Office
October 25	SVSU Board of Control Committee reviews applications
December 17	SVSU Board of Control takes formal action to appoint board members
January 2021	New members begin term of service

If you have any questions, please call the office.

Attachments