Board of Trustees Committees Student Members
Selection Process

Background:

Up to two students (normally one undergraduate and one graduate student) may be invited to serve annual terms as full, voting members on each of the following committees of the Board of Trustees:

- Academic & Student Affairs
- Engagement & Advancement
- Finance
- Land & Buildings

Student participation on these committees offers an important opportunity for students to learn about university issues and to offer their perspective on these matters. All committee members serve with an objective to represent the best interests of the university and need to be open to multiple perspectives. Committee members are expected to treat the discussions in the committee meetings as confidential to ensure open discussion on complex issues.

The committees meet four times per year, generally in conjunction with the full board meetings. It takes a certain interest and/or expertise at the outset of the appointment and a dedicated effort throughout the year to understand the workings of the committee and to be able to make valuable contributions. This may take time outside of actual committee meetings. Students are encouraged to explore ways to engage by talking to the committee chair or staff.

Qualifications:

Applicants must verify that they will be full-time students for the entirety of the upcoming academic year -- i.e., the year in which they will serve on a board committee. Students must be in "good standing" and maintain that status throughout the period in which they serve. Students who become part-time students whose academic performance falls below a "good standing" status will be asked to step down from their committee assignment.

Undergraduate candidates must maintain their undergraduate status throughout their term as committee members. Students likely to complete their undergraduate work prior to the conclusion of the spring quarter are not eligible to apply.

In order to be considered for the position, materials must be submitted following all the templates and correct formatting.

Mandatory Attendance:

Applicants should also verify that they will attend all committee meetings during the year, including the December meeting, which typically occurs during GSB travel trips, and the June meeting, which typically occurs on a Wednesday after the close of the academic year but prior to commencement. Note: Some meetings may take place by Video Conference; however, students are expected to attend in the format requested of them from their committee.

The Process:

1. The Board of Trustees seeks a slate of nominees for each of the committee memberships available to students.

2. The Office of the Board of Trustees will ask the ASSU Nominations Commission and any other organization on campus deemed appropriate by the Board of Trustees to support broad student outreach to the student body, provide information about the review process, and refer students to the review process facilitated by the Office of the Board of Trustees. The ASSU Nominations Commission and other organizations supporting outreach shall not be responsible for administering or conducting the review process, which shall be facilitated by the Office of the Board of Trustees.

3. Students who advance to the next stage of the selection process will be asked by the Board Office to submit:

   a. A resume

   b. A cover letter including information to demonstrate any background or other factors indicating particular interest and knowledge about the general topic to be addressed by the particular committee to which they are applying.

   c. The names of two or more campus references. Our office recommends including both your professional and academic references to highlight your experience participating in campus or other organizations relevant to the committee's discussions.

This information will be submitted to the Board Office for further consideration as part of the selection process. Documents should be prepared in a clear and professional manner. Any applications that do not follow the guidelines and provided cover letter template will not be considered.

4. The Board reviews the application materials of selected candidates. Some nominees may be interviewed prior to final selection, as determined by the Board Office. The

Board Office may also make the final selection based solely on the materials submitted. The Board expects to complete this process by late spring.

5. Co-Term students. If the student will complete both their senior year and final year of master's study during the academic year of service, they are considered Graduate students for this process.

6. The Office of the Board of Trustees facilitates the review and selection process. Upon receipt of all applications, the Board of Trustees Committee on Trusteeship officially brings forward the selected nominees to the Board. The selection process is not final until the Student Committee members are then confirmed by the Board.

7. Students wishing additional information about a committee of the Board prior to applying may contact the Board Office: boardoffice@stanford.edu

8. The Board Office will inform all applicants of the final decision the week after Commencement.

The method of selection for any of the non-trustee members of Board of Trustees Committees is at the discretion of the Board and may be changed at any time as deemed appropriate by the Board.