



HOLTON-ARMS SCHOOL

Head of School Search Committee Charter

Primary Charge: To nominate the best possible candidate to the Board of Trustees to serve as the next Holton Arms Head of School (HOS), starting in the 2023-2024 school year.

Responsibilities in Support of Primary Charge:

- As an initial step, make a recommendation to the Board regarding a consulting firm to serve as an advisor and partner in all aspects of carrying out the primary charge. Throughout the search process, the committee will manage the relationship with the consulting firm to ensure they provide excellent service that meets all expectations.
- With the help of the consultant as facilitator, think deeply about the challenges and opportunities facing Holton Arms during the next decade and beyond, particularly given the societal, demographic, and economic changes facing the country. Seek candidates best positioned to address these challenges and opportunities.
- Develop a position/opportunity statement, to be approved by the Board, through solicitation and incorporation of the views of the full Holton community – including Trustees, faculty, staff, students, alumnae, and parents – detailing what defines the best possible Head of School for Holton.
- Conduct a comprehensive international search for candidates; conduct all required due diligence to narrow that set of candidates to a small set of finalists; and facilitate selection of one of those candidates by the full Board of Trustees to serve as Holton's next Head of School.
- In close consultation with the search consulting firm, approve and oversee all communication related to the search process to the full Board and the wider community.
- Ensure strategies are in place to facilitate a smooth transition for the next HOS.

Standards for Engagement:

- While the committee chairs may, at times, have more in-depth conversations with the consulting firm, candidates, or other constituencies than others on the committee, all such conversations will be reported to the full committee with full transparency (unless specific confidentiality considerations prevent this).
- All committee members are encouraged to speak freely on all topics at committee meetings, and all views are to be treated with respect.
- Given the extreme importance of this committee's charge and the value in hearing from all the voices on the committee, committee members are asked to exert every possible effort to attend all meetings. To facilitate this, committee chairs will schedule meetings at times that enable maximum possible attendance.
- The search consulting firm is a critical partner in this process and their advice will be invaluable, but all committee decisions are ultimately made by Trustees alone.
- Decisions of the committee are to be made unanimously if at all possible, including spending extra time to reach unanimity as needed.
- If in the views of the committee chairs, unanimity is not possible, then decisions can be made by majority vote. In such cases, the goal remains to reach a point at which the committee can present those decisions to the Board as a unified group.
- Due to the sensitive nature of the search process, complete confidentiality is expected within the committee.