

Charge to the Milton Academy Head of School Search Committee

The charge of the Milton Academy Board of Trustees to the Head of School Search Committee is to engage in a thoughtful, thorough process to identify, assess, and ultimately recruit and recommend the best possible candidate for the Board to consider as the next Head of Milton Academy. We expect regular and timely updates on the progress of the Search and respect the updates may vary in detail based on candidate confidentiality requirements.

Confidentiality is crucial to the success of the search and the Board asks that all members of the Search Committee agree to confidentiality in perpetuity. The confidentiality includes all information about prospects and candidates as well as all discussions within the Search Committee. Please make it clear what information may be shared with non-committee members at the end of each Search Committee meeting or within each communication.

Conducting a search that follows best practices to ensure an **unbiased process** is essential. We ask the Search committee members to commit to engaging in antibias training and to each own the responsibility to ensure that the search reflects the mission and values of Milton Academy.

Your Voice must be heard. Everyone on the Search Committee is responsible for making the process and meetings a safe place to share honest feedback and opinions. We ask that everyone on the Search Committee seek to create an inclusive environment and to openly share their own views. The Board asks Search Committee members to speak up if there are concerns about open and honest dialogue.

Participation at all Search Committee meetings is essential to the effective functioning of the group. The Committee's work is critical to the future of the School and because each Committee member's judgment and knowledge of the School is essential to the success of the search, the Board of Trustees asks all Search Committee members to attend all Search Committee meetings and to be active participants in all aspects of the Committee's work.

Above all, the Board asks that each Committee member serve as an **institutional citizen**, representing Milton Academy as a whole and not any particular stakeholder group.