

Friday 27 Jan 2023

Dear Members of the Verdala School Community,

It is that time of year when the Head of School initiates the Board of Directors' election process. A reminder that our Board of Directors' Election policy is formed around the following principles:

- To create a fair, inclusive, accessible & transparent election process.
- The process will be simple and secure.
- The process will provide anonymity to all voters.
- As a 21<sup>st</sup> century learning school we aim to consider the environment and the use of technology in this process.

The election procedures can be accessed on the school website where they are included in our Masterpolicy B1. Governance chapter: [Governance and Policies - Verdala International School Malta](#) The election will be managed via the secure online application called [ElectionBuddy](#). This application is used extensively internationally, is fully GDPR compliant and is also used by other institutions in Malta such as the University of Malta.

Staff and parents/guardians will vote directly via a link which they will receive via email and SMS. Note that as families receive one vote per child they will receive multiple messages - each one will have a unique link and counts as a separate vote. The email/SMS will be sent to one parent/guardian (the first one listed in our systems), who may then forward these to the other parent/guardian as needed.

In addition to the three appointed members (the representatives of the Maltese and the US Governments, and the Board Chair) the Board at Verdala is composed of five elected members:

- Three parents, and
- Two teachers.

All Board members at Verdala serve on the School Board on a voluntary basis and their role is defined by the Verdala Foundation Statutes. These can be downloaded and read on the School website: [Governance and Policies - Verdala International School Malta](#) - VIS Masterpolicy A. Guiding Statements.

Each year three parents and two staff are elected to serve on the Board of Directors. The election process at VIS starts with this communication, which is being sent to all members of the Foundation. According to our by-laws the Head of School seeks nominations beginning two months prior to the Annual General Meeting, which this year is on **29 March 2023**.

If you wish to be nominated/nominate someone please find a copy of the nomination form <https://www.verdala.org/en/cycle-board> on our VIS Portal (Username: *VISCommunity*, Password: *Sustainability*) and complete the form then submit it to the School Admin Office at the Fort **by 28 Feb**

**15.30.** You may drop it off at reception at the Fort addressed to the Board Secretary – Marilyn Ghirlando or you may scan a copy and send it to [board@verdala.org](mailto:board@verdala.org). Mr Timothy Cassell, the US Embassy appointed Representative will be acting as Adjudicator over the process and will verify all nominations.

The Head of School will announce all nominees standing for election (via MB message) by Monday 1 March. All nominees will be required to sign the Election Code of Conduct and submit a Bio & photo to the Board Secretary, to be posted on our parent portal.

**The current elected Board members (parents/teachers) have declared their intent to run for an additional term as follows:**

Parents: Ben Brown, Paolo Catalfamo

Please note the following **time-line** for this election period (Jan – Mar 2023):

- Closure of Nominations, **Feb 28 15.30**
- Announcement of Nominees, **Mar 1**
- Nomination statements uploaded - **Mar 7**
- Arrange online pre-orientation meeting with Board Chair **Mar 6-11**
- Deadline for submissions of resolutions to [board@verdala.org](mailto:board@verdala.org) **Mar 15**
- All AGM documentation uploaded to portal (Audit, Minutes, Resolutions etc.) **Mar 17**
- Q&A Online forum for Nominee Parents **Mar 22**
- Q&A Forum for Nominees Staff **Mar 24**
- Statutes Part 2 Changes Online Q&A **Mar 27**
- Electionbuddy open **Mar 28**
- AGM, High School Gym and Hybrid - **Mar 29**

Please contact Totty Aris, Head of School, at [headofschool@verdala.org](mailto:headofschool@verdala.org) with any questions you might have in connection with the election process.

Sincerely,

Totty Aris, Head of School