

Georgia Charter Schools Association

Sample Board Role Description

Overview

As trustees of public funds, The Board of Directors of a public charter school is responsible for ensuring the school's long-term financial stability and integrity of the charter. The board sets the strategic plan and ensures that the school fulfills its mission. Directors recognize that in order to fulfill these obligations, they pledge to personally contribute needed resources and talents to maintain the school's success.

Responsibilities

- Ensure that the charter is fulfilled.
- Support the mission statement.
- Abide by and uphold all governing documents (federal and state laws/regulations, charter, by-laws, school policies etc.).
- Read and understand the financial statements and otherwise assist the board in fulfilling its fiduciary responsibility.
- Read and fully understand all prospective resolutions in order to make an informed vote.
- Attend board meetings and actively participate in decision-making.
- Share expertise with the board and staff.
- Be an advocate for the school; promote it in ways appropriate to your profession and contacts.
- Make a personal contribution appropriate to your circumstances.
- Obtain various means of support for the organization's fundraisers, or otherwise assist in providing resources to further the school's mission.
- Fulfill all fiduciary duties.
- Participate in short and long-range strategic planning activities.
- Ensure the school meets all legal and corporate requirements.
- Serve on or lead at least one committee or task force each year.
- Work to develop new leadership and recommend potential board members to the nominating committee.
- Avoid any conflict of interest or even the appearance of conflict of interest.
- Participate in school-wide events.

Failure to fulfill responsibilities listed above may result in removal from the board according to the school's by-laws.

Desired Skills and Experience

Sincere love of children and commitment to quality of education; Knowledge of history, mission and goals of the school; Working knowledge of bylaws and policies; Ability to handle school business with tact, professionalism, enthusiasm, and commitment. Ability to communicate effectively; Ability to take responsibility and follow through on assignments and responsibilities; Ability to work well with people individually and in a group; Specific skills or experience specific lending to the capacity of the board to govern effectively.

Term of Service

Terms and term limits are determined by each school and can be found in the board's by-laws.

Compensation

Board members will not receive any compensation for their services as Board members.

Time Commitment

Members of the Board should attend each board meeting, serve or assist on committees and be available to members, other leaders and staff, estimated to require approximately **10-20 hours per month**. Board members should attend at least **75% of scheduled meetings** in one calendar year of the Board of Directors (except for emergencies beyond the control of the board member). Newly seated board members (effective July 1, 2015), must complete 15 hours of training. Board members who may have an unanticipated conflict with work or family obligations that render them incapable of committing the time needed to effectively govern are encouraged to resign and serve in a role, such as on a committee, that may be more appropriate to their circumstance. Serving in a governance capacity is an important commitment, as it impacts the education of hundreds of students and scores to educators who depend on the school for their livelihood.

ABC Charter School Individual Trustee Performance Expectations

General Responsibilities

Each trustee is responsible for actively participating in the work of ABC Charter School's Board of Trustees and the life of the organization. Each trustee is expected to affirm and strive to fulfill the performance expectations outlined below. These expectations are to be clearly articulated prior to nominating any candidate as a board member. The ABC Charter School Board will nominate the candidate only after s/he has agreed to fulfill these expectations. In addition to the responsibilities below, individual trustees are expected to help each other fulfill the tasks outlined in the collective Job Description of the Board of Trustees.

Specific Responsibilities

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of ABC.
2. Work with fellow board members to fulfill the obligations of board membership.
3. Behave in ways that clearly contribute to the effective operations of the Board of Trustees:
 - Focus on the good of the organization and group, not on a personal agenda
 - Support board decisions once they are made
 - Participate in an honest appraisal of one's own performance and that of the board
 - Build awareness of and vigilance towards governance matters rather than management.
4. Regularly attend board and committee meetings. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair. Be aware of, and abide by, the board's attendance policy.
5. Be prepared to contribute approximately 8-10 hours per month toward board service, which includes:
 - Attending a monthly board meeting (2 hours)
 - Participating on a board committee (2 hours)
 - Reading materials, preparing for meetings (1 hour)
 - Attending events at the school, assisting with fundraising and other ambassadorial tasks as needed (1-2 hours)
6. Remain informed about the organization and its issues by reviewing materials, participating in discussions, and asking strategic questions.
7. Actively participate in one or more fundraising event(s) annually.
8. Use personal and professional contacts and expertise for the benefit of ABC.
9. Serve as a committee or task force chair or member.
10. Give an annual financial contribution and support capital campaigns at a level that is personally meaningful.
11. Inform the Board of Trustees of ABC of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.