



## UTAH ASSOCIATION OF PUBLIC CHARTER SCHOOLS

### 13 Documents Every New Board Member needs to Read

1. School Charter
2. Articles of Incorporation and Bylaws
3. Contact info for all board members including name, phone number, email, role on board, and their term
4. Organization chart
5. Job Description
6. Contracts for Director and any management companies
7. Policy Manual
8. Code of Conduct and Ethics
9. Conflict of Interest form
10. 1-2 page summary of academic performance for the last 3 years
11. Board minutes for the last 12 months
12. Director and Officer (D&O) liability insurance certificate
13. Most recent audit