

GreenWood Charter School

Policy Number: 001

Policy Section: 000 – School Board

POLICY TITLE: Board of Director Job Description

Revision History

Effective Date	Action Date	Revised
August 12, 2014	New Policy	New Policy
	September 16, 2015	Updated board terms per Articles of Incorporation

Board Policy Sections:

- School Board 000 series
- Administration 100 series
- Instruction 200 series
- Student Services 300 series
- Staff policies 400 series
- Business and Operations policies 500 series
- Community 600 series

Board of Director Job Description

Effective Date: 16 October 2014

Revision Date:

Charter School Board of Greenwood

The mission of GreenWood is to provide a quality, holistic education to all students by providing opportunities for them to be active, knowledgeable, creative, and conscientious individuals. GreenWood inspires a healthy balance in life through experiential learning, healthy eating habits, exercise, personal discovery, service learning, and environmental stewardship.

Our vision is that every GreenWood student will gain an understanding and appreciation for all aspects of their life. To accomplish our vision GreenWood will model its services after six core HEALTH values: Healthy Habits, Environmental Stewardship, Achievement, Leadership, Thinking Creatively, and Honoring Diversity.

Job Description: Trustee

Member of, Elected by and Reports to: The Board of Trustees

Supports: The Chair and the Board of Trustees

Term of Office: Two year, renewable for two consecutive terms with the approval of the majority vote of the board. Founding Board Chair can go for five years.

General Responsibilities:

Responsible for ensuring that the academic program of Greenwood Charter School is successful, that the school's program and operation are faithful to the terms of its charter, and that the school is a viable organization.

Specific Responsibilities

1. Determine the mission and purpose of Greenwood Charter School and keep it clearly in focus.
 - Create and periodically review the mission statement which:
 - a. Serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
 - b. Is used as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purposes.
 - Understand and support the mission statement.
2. Select the School Director.
 - Reach consensus on the School Directors job description.
 - Undertake a careful search process to find the most qualified individual.
 - Oversee and approve contract negotiation and renewal.
3. Support and review the performance of the School Director.
 - Provide frequent and constructive feedback.
 - Assist when board members overstep prerogatives or misunderstand their roles.
 - Compliment for exceptional accomplishments.
 - Provide for an annual written performance review with a process agreed upon with the School Director well in advance.
4. Ensure effective organizational planning

- Approve an annual organizational plan/ Board Calendar that includes concrete, measurable goals consistent with the charter and Strategic Plan.
5. Ensure adequate resources
 - Approve fundraising targets and goals.
 - Assist in carrying out the development plan.
 - Make an annual gift at a level that is personally meaningful.
 6. Manage resources effectively
 - Approve the annual budget.
 - Monitor budget implementation through monthly financial reports.
 - Approve accounting and personnel policies.
 - Provide for an independent annual audit by a qualified CPA.
 - Ensure the full board has the proper training to be effective stewards of public funding.
 - Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the organization.
 7. Determine, monitor and strengthen the programs and services
 - Assure programs and services are consistent with the mission and the charter.
 - Approve measurable organizational outcomes.
 - Approve annual, attainable board and management level goals.
 - Monitor progress in achieving the outcomes and goals.
 - Assess the quality of the program and services.
 8. Enhance Greenwood Charter Schools public standing
 - Serve as ambassadors, advocates and community representatives of the organization.
 - Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.
 - Provide for a written annual report and public presentation that details Greenwood Charter School's mission, programs, financial condition, and progress made towards charter promises.
 - Approve goals of an annual public relations program.
 9. Ensure legal and ethical integrity and maintain accountability
 - Establish policies to guide the organization's board members and staff.
 - Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
 - Adhere to the provisions of the organization's bylaws and articles of incorporation.
 - Adhere to local, state and federal laws and regulations that apply to the organization.
 - Ensure compliance with all federal state and local government regulations.
 10. Recruit and orient new board members and assess board performance
 - Define board membership needs in terms of skill, experience and diversity.
 - Cultivate, check the credentials of and recruit prospective nominees.
 - Provide for new board member orientation.
 - Conduct an annual evaluation of the full board and individual trustees.

Greenwood Charter School Individual Trustee Performance Expectations:

General Responsibilities each trustee is responsible for actively participating in the work of the Greenwood Charter School 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 Greenwood 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 Greenwood Charter School.
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:
 - a. Focus on the good of the organization and group, not on a personal agenda
 - b. Support board decisions once they are made
 - c. Participate in an honest appraisal of one's own performance and that of the board
 - d. 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:
 - a. Attending a month board meeting (2 hours)
 - b. Participating on a board committee (2 hours)
 - c. Reading materials, preparing for meetings (1 hour)
 - d. Attending events at the school, assisting with fundraising and other ambassador tasks as needed (1-2 hours)
6. Keep 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 Greenwood Charter School.
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 Greenwood Charter School of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.

**Board Member Agreement
GreenWood Charter School Board of Trustees**

I, understand that as a member of the Board of Trustees of Greenwood Charter School I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

I have read, understand and am willing to comply with the Board of Trustees Job Description and the Individual Performance Expectations that outline my responsibilities to the Board. If I ever find myself in a situation where I am unable to fulfill these expectations I will resign from the Board.

In turn, the organization will be responsible to me in several ways:

1. I will be sent, without request, monthly financial statements and an update of organizational activities that allow me to meet the "prudent person" section of the law.
2. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a board member.
3. Board members and the School Director will respond in a straightforward fashion to questions I have that are necessary to carry out my board and committee-related responsibilities to this organization.
4. Board members and the School Director will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the Board Chair and School Director to discuss these responsibilities.

Date: _____ **Member, Board of Directors**

Date: _____ **Chair, Board of Directors**

Date: _____ **School Director**

Board Job Description

The mission of GreenWood is to provide a quality, holistic education to all students by providing opportunities for them to be active, knowledgeable, creative, and conscientious individuals. GreenWood inspires a healthy balance in life through experiential learning, healthy eating habits, exercise, personal discovery, service learning, and environmental stewardship.

Our vision is that every GreenWood student will gain an understanding and appreciation for all aspects of their life. To accomplish our vision GreenWood will model its services after six core HEALTH values: Healthy Habits, Environmental Stewardship, Achievement, Leadership, Thinking Creatively, and Honoring Diversity.

Job Description: Chair of the Board

Member of, Elected by and Reports to: The Board of Trustees

Supports: The School Director

Term of Office: Two year, renewable for two consecutive terms with the approval of the majority vote of the board. Founding Board Chair can go for five years.

General Responsibilities:

The chair is the senior volunteer leader of the organization who presides at all meetings of the Board of Trustees and other meetings as required. The Chair is an ex officio member of all committees of the organization. The Board Chair oversees implementation of board and organizational policies and ensures that appropriate administrative practices are established and maintained.

Specific Responsibilities:

1. Works with the School Director, other board officers, and committee chairs to develop the agendas for Board of Trustees meetings, and presides at these meetings.
2. In consultation with other board officers, appoints volunteers to key leadership positions, including positions as chair of board committees and task forces, and cultivates leadership succession.
3. Recognizes his or her responsibility to set an example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
4. Works with the Board of Trustees and paid and volunteer leadership, in accordance with the organization's bylaws and mission, to establish and maintain systems for:
 - Planning the organization's human and financial resources and setting priorities for future development.
 - Reviewing operational effectiveness and setting priorities for future development.
 - Ensuring the legal and ethical standard.
 - Hiring and evaluating the organization's School Director.
 - Developing and maintaining an effective board culture.
 - Developing an effective pipeline of future leaders of the board.
5. In conjunction with the Governance Committee, manages the development of the Board in order to help it work more effectively and efficiently.
6. Works with the School Director and other board officers to develop both immediate and long-term goals and expectations for the board that support organizational priorities and governance concerns.

7. Communicates effectively with and supports the School Director in his/her job as manager of the organization. In this capacity, focuses on ensuring that the board governs rather than manages.
8. Works with the Committee Chairs and the School Director to keep apprised of committee work and to ensure that committees have the resources needed to do their job. Also, works to ensure effective and efficient communications between the committees and the Board.
9. Creates a safe environment for decision-making by inviting participation, encouraging varying points of view and stimulating a frank exchange of ideas in an effort to provide shared decision-making.
10. Communicates with the Board effectively so the board information systems focus on decision-making, stimulates participation and supports an appropriate balance of responsibility between board and staff.
11. Links with major stakeholders when it is agreed that the Chair is the most appropriate person to represent the organization at a key meeting, write an editorial for a newspaper, or thank a major donor.

Qualifications:

- Commitment to and energy to support the organization and its values; an understanding of the organization's mission and goals, and the distinctions between governance and management.
- Strong leadership skills to inspire a shared vision for the organization and for the Board's work. Stimulated by a commitment to the mission, the Chair should guide the Board toward articulating and committing to a commonly held perception of the future of the organization.
- Strong network of relationships within the greater community to leverage resources for the organization.
- Strong shared vision with staff about organizational mission and goals for student achievement.
- Strong facilitation and communication skills and an understanding of group process.
- Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
- Decisiveness in order to tackle and resolve difficult issues and to keep the business of the Board moving.
- An ability and willingness to support, encourage and develop a strong, entrepreneurial School Director.
- Strong organizational skills.

Indicators of effectiveness:

- Meets annual goals as identified and adopted at the beginning of the leadership term, including specific goals for development.
- Is perceived by other board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on results.
- Is perceived by senior staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

Job Description: Vice Chair of the Board

The mission of GreenWood is to provide a quality, holistic education to all students by providing opportunities for them to be active, knowledgeable, creative, and conscientious individuals. GreenWood inspires a healthy balance in life through experiential learning, healthy eating habits, exercise, personal discovery, service learning, and environmental stewardship.

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Member of, Elected by and Reports to: The Board of Trustees

Supports: The Chair

Term of Office: Two year, renewable for two consecutive terms with the approval of the majority vote of the board. Founding Vice Board Chair can go for five years.

General Responsibilities:

The Vice Chair is the secondary volunteer leader of the organization and as such, discharges the duties of the Chair as required in the Chair's absence. The Vice Chair supports the activities of the Chair including sharing responsibilities as appropriate.

Specific Responsibilities:

1. In Chair's absence:
 - a. Presides at meetings of Board of Trustees
 - b. Serves as ex officio member of standing committees
2. Recognizes his or her responsibility to set an example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
3. Works with the Chair to assist in developing the agendas for Board of Trustees meetings.
4. Advises the Chair on appointing volunteers to key leadership positions, including positions as chair of board committees and task forces.
5. Assists the Chair by taking on responsibility as necessary for communication with Committee Chairs.
6. Supports and challenges the Chair in all his/her responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
7. Represents the board in the community, especially at events at which the chair cannot attend.
8. Support and Chair the Fund Development Crew.
9. Other duties as delegated by the Chair.

Qualifications:

- Commitment to and energy to support the charter school and its values; an understanding of the organization's mission and goals, and the distinctions between governance and management.
- Strong leadership and collaborative skills to support the Chair and to offer alternative proposals in the interest of best serving the organization.
- Strong facilitation and communication skills and an understanding of group process.
- Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.

- Decisiveness in order to tackle and resolve difficult issues and to keep the business of the board moving.
- Strong organizational skills.
- Indicators of effectiveness:
- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
- Is perceived by other board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on results and student achievement.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

Job Description: Treasurer

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Member of and Elected by: The Board of Trustees

Reports to: The Chair and the Board of Trustees

Supports: School Director, Business Manager, accountant or bookkeeper, and auditors as necessary.

Term of Office: Two year, renewable for two consecutive terms with the approval of the majority vote of the board. Founding Treasurer can go for five years.

General Responsibilities:

Provides direction for the financial management of the organization and facilitates the board in meeting its financial oversight responsibilities.

Specific Responsibilities:

1. Chair of the Finance Committee.
2. Provides direction for the oversight of the organization's record keeping and accounting policies.
3. Ensures the presentation of timely and meaningful financial reports to the board.
4. Ensures the development of an annual budget and its submission to the Board for its approval. Leads the monitoring of budget implementation.
5. Oversees development and board review of financial policies and procedures. With the Finance Committee, monitors the adherence to financial policies and procedures adopted by the Board.
6. Develops and monitors any investment policies adopted by the Board.
7. Ensures that assets are protected and invested according to board policy.
8. Leads the board in assuring compliance with federal, state and other financial reporting requirements.
9. Presents the recommendation of the auditor to the Board for their approval. With the Finance Committee reviews the results of the audit including the management letter, develops a plan for remediation, if necessary, and presents the results to the Board.
10. Recognizes his or her responsibility to set an example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
11. Takes responsibility for designing an annual board education program so that all board members can effectively conduct oversight of the financial health of the organization.
12. Qualifications:
 - The treasurer must display a commitment to the organization and its principles, mission and goals, and the distinctions between governance and management.

- A strong understanding of record keeping, accounting systems, financial reports and financial policies and procedures.
- An ability to focus on both the short-term and long-term financial health of the organization.

13. Indicators of effectiveness:

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
- Is perceived by other board members as being transparent and efficient in delivering financial reports and as being aggressively protective of the integrity of the organization's fiscal management.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible.

Job Description: Secretary

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Member of and Elected by: The Board of Trustees

Reports to: The Chair and the Board of Trustees

Supports: Member of the staff or volunteer taking minutes.

Term of Office: Two year, renewable for two consecutive terms with the approval of the majority vote of the board. Founding Secretary can go for five years.

General Responsibilities:

Provides direction for the keeping of legal documents including minutes of all meetings of the board of the organization.

Specific Responsibilities:

1. Certify and keep at the principal office of the corporation the original or a copy of the by-laws as amended or otherwise altered to date.
2. Keep at the principal office of the corporation or at such a place as the Board may determine a book of minutes of all meetings of the Trustees and meetings of committees. Minutes shall record time and place of meeting, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting and the proceedings thereof.
3. Present for approval by the Board copies of all minutes of meetings of the board.
4. Ensure that all notices are duly given in accordance with the provisions of the by-laws or as required by law.
5. In general, serves as the protocol officer of the board, ensuring that the keeping and posting of meeting minutes, meeting notifications, adherence to open meeting laws, and other procedural requirements are followed legally and ethically.
6. In general, perform all duties incident to the office of the Secretary and such other duties as may be required by law, by the Articles of Incorporation or by-laws, or which may be assigned to him or her from time to time by the Board of Trustees.
7. Recognizes his or her responsibility to set an example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.

Qualifications:

- A commitment to the organization and an understanding of its values, mission and goals and the distinctions between governance and management.
- An understanding of the required record keeping and the laws of the jurisdiction (city, state) in which the organization operates.

- A capacity for attention to detail.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
- Is perceived by other board members as being an accurate and reasonable steward of the decision-making history of the organization and as being ever mindful of the duties and requirements of public service.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.