

## GreenWood Charter School

**Policy Number: 002**

**Policy Section: 000 – School Board**

**POLICY TITLE: Board of Trustees Board Crews and Job Descriptions Policy**

### Revision History

<b>Effective Date</b>	<b>Action Date</b>	<b>Revised</b>
<b>January 27, 2015</b>	<b>New Policy</b>	<b>New Policy</b>
	<b>February 17, 2015</b>	<b>Updated board responsibilities</b>
	<b>September 16, 2015</b>	<b>Added Academic Excellence Crew to board crews.</b>

### **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 Trustees Board Crews and Job Descriptions  
Effective Date: 16 October 2014  
Revision Date:

### **Standard Operating Procedures for Crews of the Board of Directors:**

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.

Standing crews of the Board of Directors will be Governance, Finance, Development and Academic Excellence. The Chair appoints ad hoc crews as needed.

The Director of GreenWood will be the main source of contact with the State Office of Education, with items related to that position. If the Board of Directors needs to communicate with the State Office, all such correspondence will be done through the Board Chair, unless otherwise notified by the Board. Also, any Board communication will be notified, and relayed to the other board members. All social media sites with the Greenwood school name, that are run by Greenwood Charter School employees, Board or volunteers belong to Greenwood Charter School. Only those officially designated can use social media to speak on behalf of Greenwood Charter School in an official capacity, though Board members, employees and volunteers may use social media to speak for themselves individually or to exercise their legal rights under the National Labor Relations Act on their own personal social media sites.

### **Board Committee Job Descriptions**

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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### **Finance Crew:**

#### **General Purpose:**

The finance committee is commissioned by and responsible to the Board of Trustees. It has the responsibility for working with the School Director and Chief Financial Officer (CFO) to create the

upcoming fiscal year budget; presenting budget recommendations to the Board; monitoring implementation of the approved budget on a regular basis and recommending proposed budget revisions; recommending to the Board appropriate policies for the management of the charter organization's assets. The finance committee shall be assisted by the School Director and CFO.

**Appointments and Composition:**

The members of the finance crew shall be the treasurer of the Board who shall serve as chair, the Chair who shall serve as an ex-officio member, together with other trustees appointed by the Chair with the advice and consent of the Board in accordance with the bylaws.

Both the School Director and the CFO will be members of the finance crew.

Additional crew members may be appointed and need not be members of the Board of Trustees.

**Responsibilities:**

Prepare an annual budget for the organization in collaboration with the School Director and CFO.

Also in collaboration with the School Director and CFO, develop and annually revise a five-year financial forecast and develop long-range financial plans based on the forecast.

Arrange for an annual audit to be provided to the Board of Trustees.

Provide oversight of the procurement process.

Review monthly financial statements and variances from budget, and recommend action to the Board, as appropriate.

Create specific measurable board-level goals for the year as part of the full board planning process.

Develop and implement a board-level training program to ensure that all trustees (especially those without a financial background) can be effective stewards of the organization's financial resources.

Send a monthly Crew Report to the Secretary to be included in the monthly Board Packets.

Annually evaluate its work as a crew and the objectives it has committed itself to and report on them to the Board of Trustees.

When looking at fundraising the Crew will answer these three questions:

1. Does this align with the school Mission?
2. Does it serve Greenwood families?
3. Does the funding source come from someone or someplace that is in alignment with our Mission?

**Governance Crew:**

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.

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**General Purpose:**

The governance crew is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for matters pertaining to Board of Trustees recruitment, nominations,

orientation, training, and evaluation in accordance with the bylaws of the organization as well as established policies and practices approved by the Board of Trustees.

**Appointments and Composition:**

Appointments of the chair and members of the governance crew shall be made annually by the Chair of the Board with the advice and consent of the Board in accordance with the Bylaws.

The chair of this crew shall be a member of the Board of Trustees, preferably the Chair of the Board.

Other members of this crew shall be members of the Board of Trustees.

Additional crew members may be appointed and need not be members of the Board of Trustees.

**Responsibilities:**

Analyze the skills and experience needed on the Board.

Create a short and long-term board recruitment strategy.

Work with Board Chair and School Director on a succession plan for board officers.

Recruit candidates to serve as members of the Board and develop a slate of trustees for consideration by the membership at the annual meeting in accordance with selection/election procedures outlined in the bylaws.

Develop and review annually the procedures for Board recruitment.

Develop an orientation and training plan for new Board trustees.

Assist in the planning of an annual Board retreat (done every October) and other deeper strategy sessions as needed.

Develop and revise a Board member handbook outlining the responsibilities of the Board and Board members, Board policies, and other relevant information.

Conduct board education as needed.

Create specific measurable board-level goals for the year as part of the full board planning process.

Regularly evaluate the effectiveness of board meetings, and make recommendations for improvement to the chair and the full board as needed.

Annually coordinate an evaluation of the full board and individual trustees.

Send a monthly Crew Report to the Secretary to be included in the monthly Board Packets.

Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.

**Development Crew:**

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**General Purpose:**

The development crew is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for raising non-grant funds to support the organization's mission.

**Appointments and Composition:**

Appointments of the chair and members of the development crew shall be made annually by the Chair of the Board with the advice and consent of the Board in accordance with the bylaws. The chair of this crew will preferably be the Vice Chair or another Board of Trustees if there is a better fit for this position.

Members of this crew shall be members of the Board of Trustees, subject to the conditions stated in the bylaws. Additional crew members may be appointed and need not be members of the Board of Trustees.

**Responsibilities:**

Develop annual and multi-year fundraising plans that will generate the funds needed to meet the non-public and non-grant fundraising goal.

Coordinate the implementation of the fundraising plan with fundraising efforts by senior staff and other volunteers.

Develop the necessary sub-crew systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan; supervise the functions of the sub-crews.

Develop a plan for involving all Board members in the non-grant resource development activities of the organization.

Arrange for Board training on development issues, as needed.

Create specific measurable board-level goals for the year as part of the full board planning process.

Send a monthly Crew Report to the Secretary to be included in the monthly Board Packets.

Annually evaluate its work as a crew and the objectives it has committed itself to and report on same to the Board of Trustees.

**Academic Excellence Crew:**

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.

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**General Purpose:**

The Academic Excellence Crew is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for working with the School Director to define academic excellence, ensure that all board members know the charter promises that were made to the community and the authorizer and to devise clear and consistent measures to monitor these goals.

**Appointments and Composition:**

Appointments of the chair and members of the Academic Excellence Crew shall be made annually by the chair of the Board with the advice and consent of the Board and the School Director and in accordance with the bylaws.

The chair of this committee shall be a member of the Board of Trustees.

Members of this committee shall be members of the Board of Trustees, subject to the conditions stated in the bylaws. Additional committee members may be appointed and need not be members of the Board of Trustees.

**Responsibilities:**

It is important to note that this is a governance function, not a management function, and it is anticipated that the school leader will have a great deal of input into the work and composition of this crew. The crew's main role is to assure that academic excellence is defined, and that the board approves annual goals to attain academic excellence.

Define and continue to refine what academic excellence means for our organization.

Ensure that all board members understand the key charter promises we have made to our community and to our authorizer.

Work with the school leadership to devise clear and consistent ways to measure progress towards stated goals.

Work with school leadership to set annual academic achievement goals, to be presented to and approved by the full board.

Work with school leadership to share with the board annual successes, barriers to reaching academic excellence, and strategies to overcome these barriers.

Arrange for Board training on issues related to academic oversight and academic achievement, as needed.

Create specific measurable board-level goals for the year as part of the full board planning process.

Send a monthly Crew Report to the Secretary to be included in the monthly Board Packets.

Annually evaluate its work as a crew and the objectives it has committed itself to and report on same to the Board of Trustees.