



Ideal Board Member Characteristics:

- Able to listen, analyze, think clearly and creatively, work well with individual people and groups.
- Willing to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment.
- Willing to contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- Willing to develop certain skills if you do not already possess them, such as to cultivate and solicit funds; cultivate and recruit board members and other volunteers; read and understand financial statements; learn more about the substantive program area of the organization.
- Sincere, sensitive to and tolerance of differing views; a friendly, responsive, and patient approach, community-building skills.
- Personal integrity, honesty, a developed sense of values, a sense of humor.

Major responsibilities of the Board of Directors:

- Execute the mission and review it periodically for accuracy and validity. This includes the organization's goals, means, and primary constituents served.
- Support and review performance of the Executive Director/Head of School. Provide moral and professional support the Director needs to further the goals of the organization.
- Provide critical review and performance feedback to the Executive Director/Head of School.
- Actively participate with the Executive Director/Head of School and staff in an overall planning process and assist in implementing the plan's goals.

- Provide adequate resources for the organization to fulfill its mission. The board should work in partnership with the chief executive and development staff to raise funds from the community.
- Remain accountable to the School's donors, the public, and safeguard its tax-exempt status. Review and approve the annual budget and ensure proper financial controls are in place.
- Determine, monitor, and strengthen the organization's programs and services. Determine which programs are the most consistent with an organization's mission, and to monitor their effectiveness.
- Enhance the organization's public standing by providing the organization's primary link to the community, including constituents, the public, and the media. Clearly articulate the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community.
- Ensure adherence to legal standards and ethical norms. Provide defensible personnel policies and grievance procedures. Establish pertinent policies that adhere to provisions of the organization's bylaws and articles of incorporation.
- Provide accountability by identifying and setting criteria and evaluation standards for the Executive Director/Head of School and all Managing Employees.
- Recruit and orient new board members and assess board performance. Seek to achieve a balanced board composition and number based on the needs of the organization. Orient new board members to their responsibilities and the organization's needs, and challenges. Evaluate and report its own performance to the greater community.

Individual Board Member Responsibilities:

- Attend all monthly board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees and offer to take on special assignments.
- Make a personal financial contribution to the organization.

- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict of interest and confidentiality policies.
- Refrain from becoming involved in any employment matters or discussing employment matters, with any staff, including managing staff (sole exception: Executive Director/Head of School).
- Refrain from making special requests of the staff. Refrain from becoming involved in parent concerns, inquiries, or complaints about the organization, except as requested by the Executive Director/Head of School, or as provided in adopted grievance procedures.
- Refrain from becoming involved in the education of individual children other than as a parent of your own child.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.