



## **Board Policies**

### **GP 3.2 - Board Job Description**

Policy Type: Governance Process

Policy No.: GP 3.2

Policy Title: Board Job Description

Monitoring: Frequency—Annual as reflected in the Board Calendar

The Board on behalf of Mountain Sage Community School, assures appropriate organizational performance.

#### Responsibilities

1. Determine, review, and uphold the school's mission and purpose. Articulate the school's goals, means, and primary constituents served.
2. Selection of School Director. Determine responsibilities and conduct a thorough search for the best candidate.
3. Support the School Director and assess his or her performance yearly. Ensure supports are in place to aid the director in furthering the goals of the school.
4. Provide proper financial oversight. Assist in development of the annual budget ensuring proper financial controls are in place.
5. Ensure adequate resources. A foremost responsibility is to provide adequate resources, including fundraising, for the school to fulfill its mission.
6. Ensure legal and ethical integrity and maintain accountability.
7. Ensure effective organizational planning. Actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
8. Recruit and orient new board members and assess board performance. Articulate prerequisites for candidates, orient new members, and periodically conduct a comprehensive evaluation of its own performance.
9. Enhance the school's public standing. Articulate our mission, accomplishments, and goals to garner support from the greater community.

#### Individual Board Member Responsibilities

1. Attend all board and committee meetings, functions, and special events.
2. Be informed about the school's mission, vision, services, policies, programs, and charter.
3. Review agenda and supporting materials prior to board and committee meetings.
4. Serve on committees or task forces and offer to take on specific assignments.
5. Make a personal financial contribution to the school in an amount that is personally meaningful.
6. Be an ambassador by informing others about the school.
7. Suggest possible nominees to the board who can make significant contributions to the work of the board and school.
8. Keep up-to-date on developments in education and charter school issues.
9. Follow conflict of interest and confidentiality policies.
10. Refrain from making special requests of the staff.
11. Assist the board in carrying out its fiduciary responsibilities, such as reviewing the school's annual financial statements.
12. Honor your two or three year commitment to serve.

Adopted by Board: May 26, 2016

Revised/Reviewed by Board: May 26, 2020

Reviewed by Board: January 25, 2022

(continue adding Revised/Reviewed dates)