

Centennial Place Academy, Inc. 2020-2021

Conversion Charter School

Board Job Description

Overview:

As trustees of public funds, the Board of Directors is responsible for ensuring the school's long-term financial stability and integrity of the charter. The board sets the strategic plan and ensures that the school fulfills its mission. Directors recognize that, in order to fulfill these obligations, they pledge to personally contribute needed resources and talents to maintain the school's success.

Responsibilities:

Compliance:

- Ensure that the Charter is fulfilled.
- Support the Mission Statement.
- Abide by and uphold all governing documents (federal and state laws/regulations, charter, articles of incorporation, by-laws, school policies etc.).
- Read and understand the financial statements and otherwise assist the board in fulfilling its fiduciary responsibility.
- Fulfill all fiduciary duties.
- Ensure the school meets all legal and corporate requirements.
- Avoid any conflict of interest or even the appearance of conflict of interest.

Financial Support:

- Make a meaningful personal financial contribution appropriate to your circumstances.
- Obtain various means of support for the organization's fundraisers, or otherwise assist in providing resources to further the school's mission.

Promotion:

- Be an advocate for the school; promote it in ways appropriate to your profession and contacts.

Recruitment & Oversight

- Read and fully understand all prospective resolutions in order to make an informed vote.
- Attend board meetings and actively participate in decision-making.
- Share expertise with the board and staff.
- Participate in short and long-range strategic planning activities.
- Serve on or lead at least one committee or task force each year.
- Work to develop new leadership and recommend potential board members to the nominating committee.
- Participate in school-wide events.

Failure to fulfill responsibilities listed above will result in removal from the board following notice at the next regularly scheduled meeting and a vote of the remaining members at next regularly scheduled meeting following notice.

Desired Skills, Qualifications and Experience:

- Sincere love of children and commitment to quality education
- Knowledge of history, mission and goals of the school
- Working knowledge of bylaws and policies
- Ability to handle school business with tact, professionalism, enthusiasm, and commitment.
- Ability to communicate effectively
- Ability to take responsibility and follow through on assignments and responsibilities
- Ability to work well with people individually and in a group
- Specific skills or experience: _____

Term of Service:

- Members of the Board of Directors are elected for 3-year terms.
- Members may be re-elected according to the bylaws.

Compensation:

Board members will not receive any compensation for their services as Board members.

Time Commitment:

- Members of the Board should attend each board meeting, serve or assist on committees and be available to members, other leaders and staff.
- Members of the Board are estimated to require approximately 5-10 hours per month.
- Board members should attend at least 75% of scheduled board and committee meetings in one calendar year of the Board of Directors (except for emergencies beyond the control of the board member).
- Member's failure to fulfill these time commitments will constitute automatic resignation from the Board of Directors which will be formally acknowledged in the next regularly scheduled board meeting.

Financial Commitment:

Each board member is expected to fully support fundraising initiatives to meet the board's responsibility to adequately fund the school to meet its mission.

Benefits of Leadership Service:

Leadership service in this role is viewed as an opportunity to make a difference in the lives of children, and in education in our community. Thus, this offers a board member the following opportunities to:

- Identify needs, support and achieve school goals.
- Gain or enhance experience in building and working with teams.
- Increase, promote and develop leadership in others.
- Help to shape the school's direction and future.

Full Disclosure of Actual or Potential Conflicts of Interest:

In keeping with the school’s Conflict of Interest Policy, below is full disclosure of any and all business and personal relationships which may reasonably be considered an actual or potential conflict of interest.

“I understand and agree that following this disclosure, if other currently unknown or unconsidered relationships of a business or personal nature pose an actual or potential conflict, it is my responsibility and legal obligation as a director of a non-profit corporation to provide full disclosure and recuse myself from any discussion or decisions that are related.”

Business Relationships Personal Relationships:

Personal Commitment

I (print name) _____ am willing to make every effort to fulfill the Board of Directors responsibilities as outlined above. I further agree that if, at any time, I am unable to fulfill the commitments of a member of the Board of Directors, and I will give appropriate notice of resignation to the Chairman of the Board.

Signature Date

Please list your top 3 committees of interest in order with 1 being your first choice:

- 1. _____
- 2. _____
- 3. _____