



FREDERICA ACADEMY BOARD OF TRUSTEES

COMMITMENT AND RESPONSIBILITIES

The following principals of good practice are set forth to provide a common perspective on the responsibilities of individual members of the Frederica Academy Board of Trustees:

- A trustee is knowledgeable about, actively supports and promotes the school's mission, vision, strategic goals, and policy positions. Trustees, individually and collectively, represent themselves appropriately and accurately within the community.
- A trustee stays fully informed about current operations and issues by attending meetings regularly, coming to meetings well prepared, and participating full in all matters including governance and other training.
- The Board sets policy and focuses on long-range, strategic issues. An individual trustee does not become involved directly in specific management, personnel, or curricular issues.
- A trustee takes care to separate the interest of the school from the specific needs of a particular child or constituency.
- A trustee accepts and supports Board decisions. Once a decision has been made, the Board speaks with one voice.
- A trustee keeps all Board deliberations confidential.
- A trustee has the responsibility to support the school and its head and to demonstrate that support within the community.
- A trustee understands the Head of School is the sole employee of the Board and as such, will actively participate in the selection of and support for the Head of School as well as providing input in the annual review of the Head of School.

- A trustee has the responsibility to participate in school programs and ceremonial events where the Board has visibility by its collective presence. This includes, but is not limited to:

Back-to-School Gathering at the opening of the school year
Frederica Academy Community Holiday Jingle Bell Celebration
Hands on Frederica Day
Grandparents Day / May Day & Upper School Honors Day
Derby Day (Frederica's annual, signature fundraiser)
Baccalaureate
Graduation

- Authority is vested in the Board as a whole. A trustee who learns of an issue of importance to the school has an obligation to bring it to the Head of School or the Board Chair and must refrain from responding to the situation individually.
- Each trustee, not just the treasurer and finance committee, has fiduciary responsibility to the school for sound financial management.
- A trustee contributes to the development program of the school, including the strategic planning for development, financial support, and active involvement in annual and capital management.

Trustees set the pace for giving by:

1. Making a personal commitment to the Annual Fund of at least \$1,000 (Benefield Society Gift)
2. Donating to Capital Campaigns
3. Participating in Apogee, if eligible
4. Contributing at a sponsorship level for Derby Day
5. Supporting Parent Association, Booster Club, and Friends of the Arts initiatives when possible and appropriate