Exemplary International School Board of Trustees

JOB DESCRIPTION

TITLE: BOARD TRUSTEE

QUALIFICATIONS:

1. Parent of a child currently attending the School (elected) or skilled/knowledgeable in an area of particular value to the board (appointed).
2. An indicated commitment to the beliefs, mission, history, values, traditions and culture of the School.
3. Ability to read and listen, analyze and understand, draw conclusions from, and contribute to reasoned consensus decision-making regarding policy issues.
4. Ability to express oneself succinctly and clearly in verbal and written communication.
5. Ability to clearly delineate the difference between "policy" (the prerogative of the Board) and implementing "regulations" (the responsibility of the Director)
6. Commitment to participate in orientation and Board professional development activities.
7. Commitment to prepare for and attend Board and committee meetings and other Board activities as needed.
8. [Preferred] Prior experience as a Board member or other policy-level team.

REPORTS TO: The Association through periodic communication and two annual meetings. The Chair of the Board through her/his role as defined by policy.

SUPERVISES: The Board supervises the Director and implementation of policy.

JOB GOAL:

Represent the Association in developing, maintaining, and ensuring implementation of policies that ensure the near-term and long-term health of the School, providing fiduciary and strategic leadership as a governing body.

PERFORMANCE RESPONSIBILITIES IN COLLABORATION WITH THE FULL BOARD:

1. Mission, Vision, and Values: Affirm, revise if necessary, and constantly articulate and promote the school's Mission, Vision and Values, ensuring that policies and practice aligns with those guiding statements.

2. Policy Oversight: Contribute thought and discussion to the review and establishment of policies that govern the operation of the School while recognizing that the implementation of policies is delegated to the Director. Contribute to monitoring the results of policy implementation, focusing on "ends" rather than "means," and make adjustments to policy as necessary in concert with the Director.

3. Head of School: Recruit, appoint, support, nurture, evaluate, and if necessary, terminate the employment of, the Director.

4. Strategic Thinking, Goal Setting and Monitoring Results: In collaboration with the Director, determine strategic priorities and approve the school's Strategic Plan, updating it periodically. Monitor the results and adjust strategies as necessary.

5. Fiduciary Oversight: Exercise fiduciary oversight of the school's assets, ensuring a balance of revenues and expenses that meets the needs of the Association while fulfilling the School's mission, both in the near-term annual budget and in ensuring a secure future for the School. Ensure appropriate risk management policies and procedures for safety and security, legal and financial compliance and liability, and crisis response are in place. Maintain integrated master financial and facilities plans that guide decision-making.

6. Board Operations: Implement policies and protocols that promote effective Board operations, e.g. Board orientation and development, Trustee succession, agenda and meeting protocols, norms of conduct, use of committees, etc. Accept and support Board decisions once made. Be fully informed by preparing thoroughly for meetings, attending and participating fully in Board and designated committee meetings, and keeping abreast of School matters as appropriate. Conduct oneself as a Trustee according to policies and norms established for the Board.

7. Ethics: Guard against conflict of interest, personal or business related. Maintain confidentiality of confidential Board deliberations and matters. Serve the interests of the School rather than those of a particular child or constituency. Perform all Board duties with integrity.

TERM OF OFFICE: Two years with option to stand for reelection for an unlimited number of additional terms.

TIME COMMITMENT: Approximately 4-6 hours per month for meetings and background reading (additional hours for officers).

PERFORMANCE EVALUATION: Individual Board member and collective Board self-appraisal of performance measured against Board operations policy, agreed-upon norms, and established principles of good practice as well as the achievement of annual Board goals .