



Advanced Math & Science Academy
Charter School

Board of Trustees Job Description

General Responsibilities

The AMSA Board of Trustees is responsible for ensuring that AMSA's program and operation are faithful to the mission and the terms of its charter, and that the school is a viable organization for the long term. Through policy definition and oversight, the Board of Trustees ensures the values of Integrity, Excellence, and Community are embodied in all aspects of the school's programs and operation.

Specific Responsibilities

- 1. Ensure that AMSA stays faithful to its mission as defined by the charter**
 - a. Validate that AMSA's mission statement serves as a guide for organizational planning, and for setting priorities among competing demands
 - b. Ensure the mission statement and its interpretation are aligned with the school's charter and accountability plan

- 2. Select, direct, and support the Executive Director**
 - a. Establish annual goals and provide timely and constructive feedback (formally and informally)
 - b. Oversee and approve contract negotiation and renewal
 - c. Ensure board members support the Executive Director in a manner appropriate to their oversight (vs. operational) role

- 3. Ensure effective strategic planning**
 - a. Review and approve an annual plan that includes concrete, measurable goals for the Executive Director that are consistent with the charter and the accountability plan
 - b. Create and maintain a long-term strategic plan that complements annual goals with longer-term objectives and a clear, sustainable vision for AMSA's success

- 4. Ensure and manage resources effectively**
 - a. Approve the annual budget
 - b. Inform fundraising targets and goals

- c. Personally support the school's fundraising and capital campaigns at a level that is personally meaningful and in proportion to one's capacity to give.

5. Review, monitor, and strengthen the school's programs and services

- a. Ensure programs and services are consistent with AMSA's mission and charter
- b. Review and approve measurable academic outcomes defined by the accountability plan
- c. Participate in building a culture that fosters a growth mindset that builds trust, respect, pride, hard work, and a sense of belonging in a caring, inclusive, and accepting environment

6. Enhance AMSA's public standing

- a. Believe in and be an advocate and ambassador for the values, mission, and vision of AMSA
- b. Celebrate AMSA's exceptional accomplishments visibly and often
- c. Use personal and professional contacts and expertise for the benefit of AMSA

7. Ensure legal and ethical integrity and maintain accountability

- a. Ensure an independent annual audit by a qualified CPA
- b. Provide opportunities for the community to share feedback, concerns, and praise about AMSA's adherence to its core values (e.g. annual survey, forums, etc.)
- c. Establish bylaws and policies to guide the organization of AMSA's board members and staff

8. Recruit and orient new board members and assess board performance

- a. Ensure the board has the proper training to be effective stewards of public funding
- b. Define board membership needs in terms of skill, experience, and diversity
- c. Conduct an annual evaluation of the full board

9. Regularly attend board meetings and participate in at least one board committee.

Monthly expected time commitment of approximately 8 hours per month:

- a. Board meeting (3 hours)
- b. Committee meeting (2 hours)
- c. Reading materials, preparing for meetings (1 hour)
- d. Ambassador tasks: school events, fundraising, etc. (1-2 hours)
- e. Semi-annual off-site meetings (4-6 hours)