Guidelines for International School New Board Member Orientation

(normally conducted jointly by the Director and Board Chair)

1. Campus Walk-About/Introduction of Key Personnel (2-3 minutes each: “who I am and what I do”)
    a. Director's Executive Assistant
    b. Business Manager
    c. Principals
    d. Facilities/Maintenance Officer
    e. Transportation Officer
    f. Admissions Director

2. School Briefing
    a. Structure of the school
    b. Organization Chart of the School (Association, school, instructional program, personnel, etc.)
    c. Relationship with outside entities (e.g. Ministry, professional associations, accrediting agencies) and other key associates (PTA, alumni, corporate sponsors, US State Department, etc.)
    d. Mission/Vision/Core Values/Objectives
    e. Brief historical review of the School, describing key incidents/stages in the school's evolution.
    f. Overview of the instructional program (particularly for non-parents and parents of children in only one division of the school)
    g. School-wide goals for the year

3. Overview of Foundation Documents
    a. Constitution/Charter/Articles of Association
    b. By-Laws
    c. Policy Manual
    d. Board Handbook
    e. Emergency Procedures Manual
    f. Administrative Regulations
    g. *Other Handbooks, etc.*
    h. Strategic Plan

4. Key Areas – Brief Overview and Q & A
    a. Finances
    b. Personnel
    c. Buildings and Grounds (Building Project)
    d. Transportation
    e. Security
    f. Community
    g. Accreditation

5. Role of Board and Board Member*
    a. Roles and responsibilities of Board
        i. per school policy
        ii. per "best practice"
        iii. Fiduciary Duties and Strategic Responsibilities

b. Individual Board member's role, responsibilities, and limitations
c. Relationship with the Director and staff.

6. Board Operations* (if not included in the Board Handbook)
    a. Operating Norms (agendas, minutes, meeting structure, communications)
    b. Officers' roles
    c. Committee structure
    d. Code of Conduct
    e. Confidentiality
    f. Conflict of interest
    g. Board Calendar

7. Bubbling Issues
    a. Board level
    b. School level

8. Resource links provided to Board members:
    - Contact numbers (Director, Board Chair)
    - All foundational documents
    - Minutes of past year's Board and Committee meetings, including reports to the Board
    - School budget
    - Most recent audit
    - Most recent Annual Report
    - Results of Board's most recent self-assessment and current Board Goals/Action Plans
    - Last Board Retreat Report
    - Most recent Accreditation Self-Study and Report
    - Print Copy of International School Trustee Handbook, 2019 edition

9. Schedule attendance at a Board Meeting as an observer before taking office.

* Roles and responsibilities of the Board, as well as Board operations, goals, etc. can be addressed during the Board's annual Retreat as part of the team-building process.