



Governing Board Member Job Description

The duties of the Governing Board Members are detailed in the California Montessori Project Charters as well as the California Montessori Project Bylaws. Also included in the Bylaws, are description of duties for the Officers of the Board. Below is a combined summary from those documents.

Governing Board Member Duties

The CMP Board Members will be responsible for the operation and fiscal affairs of the School including but not limited to:

- The general policies of the School;
- Approval and monitoring of the School's annual budget;
- Receipt of funds for the operation of the School in accordance with the charter school laws;
- Solicitation and receipt of grants and donations consistent with the mission of the School;
- Oversight and final approval of the hiring, discipline or dismissal of School employees as recommended by the Principal, or by the Superintendent for the hiring of principals;
- Approving the School's personnel policies and monitoring the implementation of these policies by the Principal and/or duly constituted committees; and
- Hiring and evaluating the Superintendent;
- Prescribe powers and duties for corporate officers, agents and employees, fix their compensation, and require them security for faithful service;
- Approval of contracts with outside entities or persons over thirty thousand dollars;
- Financial audit oversight;
- Approval of School calendar;
- All matters related to Charter accountability including approval, amendment, or revocation;
- Change the location of the principal office within the state of California or cause the corporation to be qualified to conduct its activities in any other state, territory, dependency, or country;
- Borrow money and incur indebtedness on the corporation's behalf and cause to be executed and delivered for the corporation's purposes; and
- Adopt and use a corporate seal.

The Governing Board delegates the management of the day-to-day operation of the business of California Montessori Project to the Superintendent.

Governing Board Officer Duties

See the current version of the CMP Governing Board Bylaws for Governing Board Officer duties.