



Donelson Christian Academy

Board of Trustees

Trustee Job Description

Purpose

The school board has ultimate responsibility for the integrity of the institution and the standing and reputation built by its founders and those who have labored over the years. The board's collective judgment will affect how the institution can serve the DCA community in the future. The school board should seek to hold the school to the highest standards of service.

Characteristics

- The trustee should embrace the school's mission, spirit of purpose, and philosophy.
- The trustee should serve the institution well, work cooperatively, and communicate openly in an atmosphere of mutual respect and trust.
- The trustee should be responsible to the institution as a whole, not formally represent a particular constituency.
- The trustee should avoid all potential conflicts of interest including, but not limited to, business dealing or having close relatives as employees.
- Each trustee should be willing to serve under the leadership of the head of school and chairman of the board.
- Trusteeship requires an obligation of active support, financial support, and volunteer service for the school.

Principle Responsibilities

1. The board approves school policies and strategic plans in accordance with the mission and values of the institution.
 - A. The board, with the guidance of the head of school, establishes the school's mission.
 - B. The board reviews, adjusts as needed, and approves the strategic plan and policies produced by the administration.
 - C. The board provides support to the school's administration in executing operating procedures and strategic initiatives.
 - D. The board regularly reviews the school's policies and programs to make sure that they are consonant with the school's mission, effective, and well managed.
2. The board selects the head of the school and works cooperatively with that person.

- A. The search committee of the board, with or without the help of a consultant, defines the qualities needed in the new head of school, and after gaining the board's approval of this definition, examines and recommends candidates to the board.
 - B. The board delegates the administration of the school to the head of school.
 - C. The board assesses the administration of the school through a yearly written evaluation of the head of school's performance and the school's strategic plan.
 - D. The board has an obligation to support the head of school's leadership. A trustee who receives a complaint refers the matter promptly to the headmaster so as not to undercut the authority delegated to the head of school. Except when required by law, the board does not sit as a court of appeal for parents, students, or faculty members concerning the head of school's actions.
 - E. Each trustee helps to keep the school's constituencies informed and is an advocate for the school.
3. The board organizes and manages itself so as to fulfill its duties to the school.
 - A. The board conducts an annual written evaluation to monitor its own performance and performance of the chair and to set goals for the coming year.
 - B. The board reports an update of the Academy to all families and interested members of the community at the Annual Stakeholder Meeting.
 - C. Trustees are responsible to the institution as a whole. No trustee should represent a particular constituency.
 4. The board is responsible for the school's financial condition and its physical plant.
 - A. The board approves the annual operating budget and receives an annual audit or review of the school's financial operations and assets.
 - B. The board monitors the school's financial management; it approves capital expenditures above authorized limits.
 - C. The board makes sure that the physical plant is adequate for the school's programs.
 - D. To ensure that the school has the financial and physical resources it needs, the board bears primary responsibility for the financial stability of the school and for fundraising.

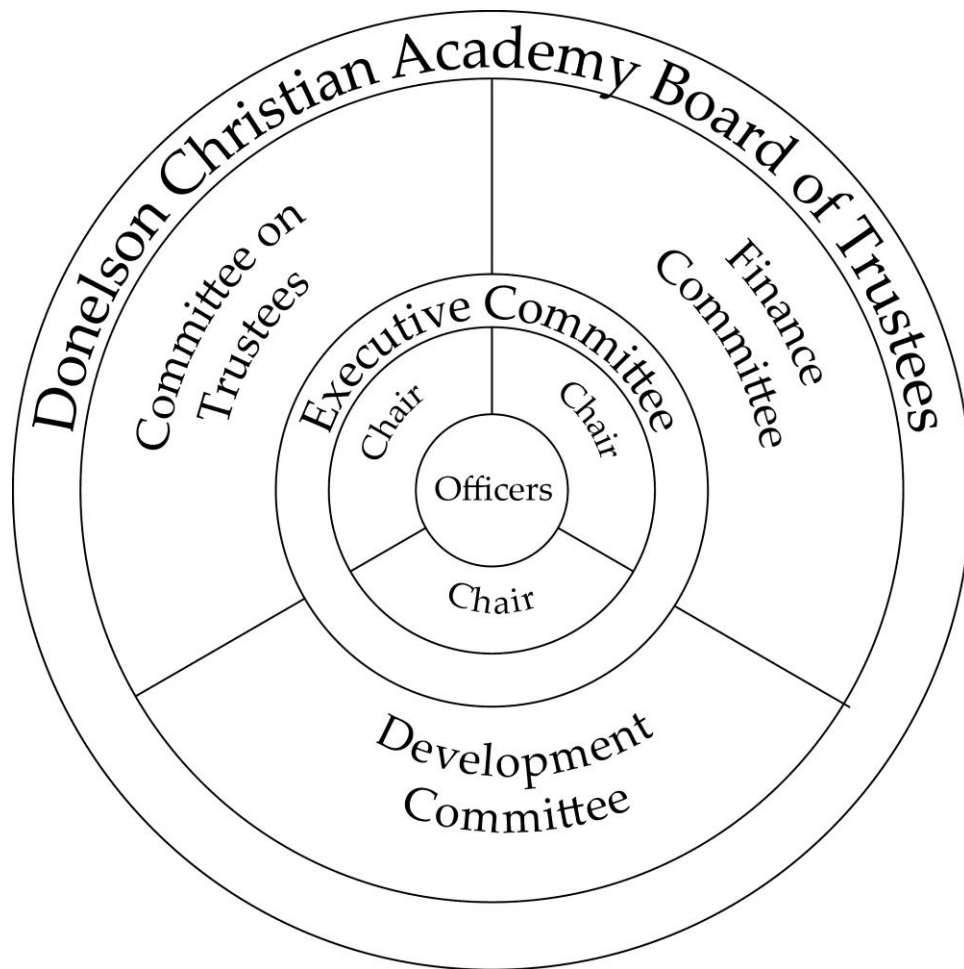
Duties

- Commit to prayer, corporately and individually for the school.
- Be thoughtful, dedicated and willing to serve and lead in gifted areas in order to meet the schools needs.
- Be active as a donor and volunteer in annual and special opportunity fundraising campaigns.
- Volunteer sufficient time to learn about the school and about trusteeship.
- Attend and come prepared to board meetings.
- Be discreet, board discussions are absolutely confidential.

- Serve on individual committees as organized by the board.
- Attend and support school events and activities.
- When necessary, be available to hear complaints from employees, members, and the public and direct them to the appropriate school administrator.
- Do not interfere with the daily workings of the school.
- Serve as ambassadors for the school – interpreting its mission to constituencies and enhancing its public image.



**Donelson Christian Academy
Board of Trustees
Committee Structure**



Committee on Trustees

- 1) Reviews the ongoing structure and function of the board by consistently researching best practices and sharing them with the overall board
- 2) Assists in the nominating process of potential board members by accepting at-large nominations while also identifying school volunteers and community members who meet the desired qualifications of a board member
- 3) Oversees the evaluation of nominated board members
- 4) Recommends a slate of potential members to be selected at the Annual Stakeholder Meeting
- 5) Assists in the trustee orientation process

Finance Committee

- 1) Reviews and approves the Head of School's proposed budget before presenting it to the full board
- 2) Reviews the school's monthly comparisons of budget and expenditures
- 3) Authorizes and reviews the annual audit
- 4) Reviews policies related to how financial assistance is granted
- 5) Annually reviews the school's insurance policies
- 6) Oversees the school's investments (including the endowment's investing and spending policies)

Development Committee

- 1) Reviews and approves the annual development plan and calendar
- 2) Assists in soliciting other board members to financially support the annual fund and capital campaigns when conducted
- 3) Creates a committee of constituents to assist in soliciting gifts from other constituents and groups
- 4) Assists in the interviewing and selection of consultants who would assist with feasibility studies and campaigns
- 5) Helps with campaign presentations and events

Executive Committee (comprised of the board's officers and committee chairs)

- 1) Coordinates the work of the board under the board chair's leadership
- 2) Serves as an advising group to the head and board chair
- 3) Acts in place of the board between board meetings in the manner prescribed by the bylaws and established policy; the executive committee is not a policy making group nor does it ever take over the role of the full board as the school's only governing body
- 4) Annually evaluates the Head of School
- 5) Conducts a formal, annual evaluation of the board's performance against the requirements of the mission of the school, the strategic plan, and the board's previous evaluation; reports the evaluation's finding to the overall board