



Governing Board Officers Job Descriptions

Board Chair

- Maintain knowledge of the organization's mission statement and a personal commitment to its goals and objectives
- Oversee board and executive committee meetings
- Call special meetings if necessary
- Work in partnership with the chief executive to make sure board resolutions are carried out
- Monitor school finances and annual budget in conjunction with finance committee, treasurer, CFO and chief executive
- Monitor board committee activity, approve/recommend committee chair, and present new committee recommendations to the board
- Assist chief executive in preparing final agenda and board packet for board meetings
- Chair evaluation committee that completes chief executive's annual performance evaluation
- Work with board to recruit and nominate new board members
- Assist chief executive in conducting new board member orientation
- Establish search committee for a new chief executive
- Act as an alternate spokesperson for the organization
- Periodically consult with board members on their roles and help them assess their performance

Board Vice Chair

- Maintain knowledge of the organization's mission statement and a personal commitment to its goals and objectives
- Attend all board meetings
- Serve on the executive committee
- Carry out special assignments as requested by the board chair
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Establish election committee to coordinate board elections
- Participate as a vital part of the board leadership

Board Secretary

- Maintain knowledge of the organization's mission statement and a personal commitment to its goals and objectives
- Attend all board meetings
- Serve on the executive committee

- Ensure all board records are maintained at the school and monitor their accuracy and safety
- Review board minutes
- Prepare draft board agenda and forward to board chair
- Monitor board calendar
- Monitor board email and forward to appropriate committee
- Ensure school website information is comprehensive
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair
- Provide notice of meetings of the board and/or of a committee when such notice is required

Board Treasurer

- Maintain knowledge of the organization's mission statement and a personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as financial officer of the organization and as chairperson of the finance committee.
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities.
- Work with the chief executive and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis.
- Review, with the finance committee, the chief executive, and, the chief financial officer the annual budget and presenting the budget to the board for approval.
- Review the annual audit and assist to answer board members' questions regarding the audit.

Additional requirements for all directors:

- Sign code of conduct
- CBI background check
- Spend time learning school's financials
- Attend at least one League of Charter schools conference