

Board of Directors Job Description (April 16, 2019)

Board Members' Role: Working together, Board Members ensure that the academic program of CMES is successful, that the school's program and operation are faithful to the terms of its charter, and that the school is a viable organization. Board Members have general oversight responsibility of the areas listed below, however, Board Committees often delve into specific tasks to ensure the timely accomplishment of the overall goals.

- ❖ **Determine the mission and purpose of the school and keep it clearly in focus**
 - Periodically review the mission statement to ensure it effectively guides our organizational planning, decision-making, volunteer initiatives, and setting of priorities
 - Approve an annual organizational plan including concrete, measurable goals and outcomes consistent with the mission and charter of the school
 - Assess the types and quality of program activities and services to ensure CMES stays true to its original purpose and continually has the highest quality activities and services
 - Understand and support the mission statement
- ❖ **Select, support and review the performance of the Head of School**
 - Craft the Head of School's job description and undertake a thorough search to find the most qualified individual and once hired, oversee and approve contract negotiation and renewal
 - Provide frequent constructive feedback – including an annual written performance review/process agreed upon by the Head of School well in advance – and acknowledge exceptional accomplishments
 - Assist when board members overstep prerogatives or misunderstand their roles
- ❖ **Ensure resources are adequate and managed effectively**
 - Approve the annual budget and monitor its implementation through periodic financial reports
 - Approve fundraising targets and goals and assist in carrying out the development plan
 - Approve accounting and personnel policies
 - Ensure that an independent audit is conducted annually by a qualified CPA
 - Ensure adequate insurance coverage for students, staff, visitors, the board, and the assets of the school
- ❖ **Enhance CMES's public standing**
 - Serve as ambassadors, advocates, and community representatives of the school
 - Ensure that board members do not represent themselves as speaking on behalf of the board unless specifically authorized to do so
 - Provide for a written annual report and public presentation that details our mission, programs, financial condition, and progress made toward charter promises
- ❖ **Contribute to the overall vitality and well-being of the CMES Board**
 - Serve on or contribute to the work of Board committees (ex., Finance, Governance, etc.)
 - Participate fully in Board meetings and Board-sponsored activities
 - Cultivate community at CMES by attending and participating in school events both academic and social
- ❖ **Ensure legal and ethical integrity and maintain accountability**
 - Establish policies to guide the school's board members and staff
 - Develop and maintain adequate personnel policies and procedures (including grievance mechanisms)
 - Adhere to local, state, and federal laws and regulations that apply to the school as well as the school's bylaws and articles of incorporation
- ❖ **Recruit and orient new board members and assess board performance**
 - Define board membership needs in terms of skill, experience, and diversity
 - Cultivate, verify the eligibility and credentials of, and recruit prospective nominees
 - Provide for board member orientation, including training to be an effective steward of public funding
 - Approve, monitor the progress of, and annually evaluate board and management level goals as well as those of the Boards' individual directors