

# **The WSU Charter Academy Board of Directors Job Description**

## **Assignment to the Board of Directors:**

The Dean of the Moyes College of Education of Weber State University appoints all board members.

## **Composition:**

The Board of Directors is composed of individuals representing the following:

- Dean of Moyes College of Education (Ex-officio Member)
- Administration Representative
- Special Education
- Child and Family Studies
- Health Promotion and Human Performance
- Arts and Humanities
- Student of the Teacher Education Program
- Community
- Teacher Education
- Parents (two appointments)

## **Term of Assignment:**

The University student and parent members of the Board will serve one-year terms, with a possibility of a one-year extension. Parents may serve only while their children are students at the Academy. The director of the Center for Family and Community Education, or such other University administrator as the Dean may designate, may serve for an unlimited number of terms. All other members of the Board will serve three-year terms, with the possibility of a second, three year term. However, the terms of the initial members of the Board, other than student and parent members, will be as follows: (a) three members will serve three year terms; (b) two members will serve two year terms; and (c) two members will serve one year terms. Terms shall commence on July 1 of the applicable year, provided that the terms of the initial members of the Board may commence in February or such\other month, prior to July, as the Board first meets. (WSU Charter Academy Amended By-Laws, Section 3.4)

## **General Responsibilities:**

Each Board of Director is responsible for actively participating in the work of the WSU Charter Academy Board of Directors and the life of the school. Each Director is responsible for ensuring that the academic program of WSU Charter Academy (WSUCA) 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. Each Director is expected to affirm and strive to fulfill the performance expectations outlined below.

## **Specific Responsibilities:**

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of WSU Charter Academy.
  - Use personal and professional contacts and expertise for the benefit of WSU Charter Academy.
  - Understand and support the mission statement.
  - Read and understand the Charter application.
2. Work with fellow board members to fulfill the obligations of board membership.
3. Behave in ways that clearly contribute to the effective operations of the Board of Directors:
  - Focus on the good of the organization and group, not on a personal agenda,

- Support board decisions once they are made,
  - Participate in an honest appraisal of one's own performance and that of the board,
  - Build awareness of and vigilance towards governance matters rather than management, and
  - Follow communication guidelines and direct individuals to the appropriate person.
4. Regularly attend board and committee meetings in accordance with the absenteeism policy. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair. Be an active participant.
    - Keep informed about the school and its issues by reviewing materials, participating in discussions, and asking strategic questions.
  5. Be prepared to contribute approximately 7-8 hours per month toward board service which includes:
    - Attending monthly board meeting (2 hours),
    - Participating on a board committee (2 hours),
    - Reading materials, preparing for meetings (2 hour),
    - Attending events at the school, assisting with fundraising and other ambassador tasks as needed (1-2 hours), and
    - Actively participate in one or more fundraising event(s) annually.
  6. Serve as a committee or task force chair or member.
  7. Give an annual financial contribution and support capital campaigns at a level that is personally meaningful.
  8. Inform the Board of Directors of WSU Charter Academy of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.
  9. Determine the mission and purpose of WSU Charter Academy and keep it clearly in focus.
    - Create and periodically review the mission statement which:
      - a. Serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources;
      - b. Develop a strategic plan and ensure that all activities are aimed at achieving the plan; and
      - c. Approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and accountability plan.
      - d. Use mission, charter application, and strategic plan as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purposes.
  - 10. Support the Principal:**
    - Provide frequent and constructive feedback,
    - Assist when board members overstep prerogatives or misunderstand their roles, and
    - Compliment for exceptional accomplishments.
  11. Ensure adequate resources:
    - Approve fundraising targets and goals and
    - Assist in carrying out development plan.
  12. Manage resources effectively:
    - Approve the annual budget,
    - Monitor budget implementation through periodic financial reports,
    - Approve accounting and personnel policies,
    - Provide for an independent annual audit by a qualified CPA, and

- Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the school.
13. Determine, monitor and strengthen the programs and services:
- Assure programs and services are consistent with the mission and the charter,
  - Approve measurable organizational outcomes,
  - Approve annual, attainable board and management level goals,
  - Monitor progress in achieving the outcomes and goals, and
  - Assess the quality of the program and services.
14. Enhance WSU Charter Academy's public standing:
- Serve as ambassadors, advocates and community representatives of the school,
  - Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so,
  - Provide for a written annual report and public presentation that details WSU Charter Academy's mission, programs, financial condition, and progress made towards charter promises, and
  - Approve goals of an annual public relations program.
15. 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 the provisions of the school's bylaws and articles of incorporation,
  - Adhere to local, state and federal laws and regulations that apply to the school, and
  - Ensure compliance with all federal state and local government regulations.

## **Job Description: Chair of the Board**

### **General Responsibilities:**

The chair is a volunteer leader of the WSU Charter Academy who presides at all meetings of the Board of Directors and other meetings as required. The Chair is an ex officio member of all committees of the organization. The Board Chair oversees implementation of board and school policies and ensures that appropriate administrative practices are established and maintained.

### **Specific Responsibilities:**

1. Works with the Principal, other board officers, and committee chairs to develop the agendas for Board of Directors meetings, and presides at these meetings.
2. In consultation with other board officers, appoints volunteers to key leadership positions, including positions as chair of board committees and task forces, and cultivates leadership succession.
3. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
4. Works with the Board of Directors and paid and volunteer leadership, in accordance with the Charter School's bylaws and mission, to establish and maintain systems for:
  - Planning the organization's human and financial resources and setting priorities for future development,
  - Reviewing operational effectiveness and setting priorities for future development.
  - Ensuring the legal and ethical standard,
  - Hiring and evaluating the school's Principal and other staff when requested by the Principal or Dean of the Moyes College of Education, and
  - Developing and maintaining an effective board culture.
5. In conjunction with the Governance Committee, manages the development of the Board in order to help it work more effectively and efficiently.
6. Works with the Principal and other board officers to develop both immediate and long-term goals and expectations for the board that support organizational priorities and governance concerns.
7. Communicates effectively with and supports the Principal in his/her job as manager of the school. In this capacity, focuses on ensuring that the board governs rather than manages.
8. Works with the Committee Chairs and the Principal to keep apprised of committee work and to ensure that committees have the resources needed to do their job. Also, works to ensure effective and efficient communications between the committees and the Board.
9. Creates a safe environment for decision-making by inviting participation, encouraging varying points of view and stimulating a frank exchange of ideas in an effort to provide shared decision-making.
10. Communicates with the Board effectively so the board information system focuses on decision-making, stimulates participation and supports an appropriate balance of responsibility between board and staff.
11. Links with major stakeholders when it is agreed that the Chair is the most appropriate person to represent the organization at a key meeting, write an editorial for a newspaper or thank a major donor.

## **Job Description: Vice Chair of the Board**

### **General Responsibilities:**

The Vice Chair is the secondary volunteer leader of the WSU Charter Academy and as such, discharges the duties of the Chair as required in the Chair's absence. The Vice Chair supports the activities of the Chair including sharing responsibilities as appropriate.

### **Specific Responsibilities:**

1. In Chair's absence:
  - Presides at meetings of Board of Directors and
  - Serves as ex officio member of standing committees.
2. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
3. Works with the Chair to assist in developing the agendas for Board of Directors meetings.
4. Advises the Chair on appointing volunteers to key leadership positions, including positions as chair of board committees and task forces.
5. Assists the Chair by taking on responsibility as necessary for communication with Committee Chairs.
6. Supports and challenges the Chair in all his/her responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
7. Represents the board in the community, especially at events at which the chair cannot attend.
8. Other duties as delegated by the Chair.

## **Job Description: Treasurer**

### **General Responsibilities:**

Provides direction for the financial management of the WSU Charter Academy and facilitates the board in meeting its financial oversight responsibilities.

### **Specific Responsibilities:**

1. Chair of the Finance Committee.
2. Provides direction for the oversight of the school's record keeping and accounting policies.
3. Ensures the presentation of timely and meaningful financial reports to the board.
4. Ensures the development of annual budget and its submission to the Board for its approval. Leads the monitoring of budget implementation.
5. Oversees development and board review of financial policies and procedures. With the Finance Committee, monitors the adherence to financial policies and procedures adopted by the Board.
6. Develops and monitors any investment policies adopted by the Board.
7. Ensures that assets are protected and invested according to board policy.
8. Leads the board in assuring compliance with federal, state and other financial reporting requirements.
9. Presents the recommendation of the auditor to the Board for their approval. With the Finance Committee reviews the results of the audit including the management letter, develops a plan for remediation, if necessary, and presents the results to the Board.
10. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
11. Takes responsibility for designing an annual board education program so that all board members can effectively conduct oversight of the financial health of the organization.

## **Job Description: Secretary**

### **General Responsibilities:**

Provides direction for the keeping of legal documents including minutes of all meetings of the board of the WSU Charter Academy.

### **Specific Responsibilities:**

1. Certify and keep at the Moyes College of Education Dean's office of the corporation the original, or a copy of the By-Laws as amended or otherwise altered to date.
2. Keep at the Moyes College of Education Dean's office of the corporation or at such a place as the Board may determine a book of minutes of all meetings of the Board of Directors and meetings of committees. Minutes shall record time and place of meeting, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting and the proceedings thereof.
3. Present for approval by the Board of Directors copies of all minutes of meetings of the board.
4. Ensure that all notices are duly given in accordance with the provisions of the By-Laws or as required by law.
5. In general, serves as the protocol officer of the board, ensuring that the keeping and posting of meeting minutes, meeting notifications, and committee report, the adherence to open meeting laws, and other procedural requirements are followed legally and ethically.
6. In general, perform all duties incident to the office of the Secretary and such other duties as may be required by law, by the Articles of Incorporation or By-Laws, or which may be assigned to him or her from time to time by the Board of Directors.
7. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.