**Example**

**Board Member Expectations**

The majority of the board’s work is performed through a committee structure. In addition to attending \_\_\_\_ board meetings each year, board members will be asked to serve on \_\_\_\_\_\_ committees. Board members are asked to learn about the organization, prepare for meetings, and offer probing questions and insights that will help strengthen the organization.

The primary responsibilities of the board are outlined below. We ask that board members be willing to participate in each area.

***Planning:***

The board is responsible for setting the strategic direction of the school and for ensuring that staff has adequate program and organizational plans in place to support the strategic direction. Board members will be asked to:

* Participate in developing and/or reviewing the organization’s strategic direction.
* Review and approve organizational plans and succession plans as appropriate.

***Resource Development:***

The board is responsible for ensuring that the organization has adequate resources for operations and to pursue its strategic direction. Board members will be asked to:

* Participate personally in annual fund and capital campaigns at a level that is meaningful for each person. It is critical to have 100% participation.
* Assist in raising community awareness of the organization.
* Support development efforts by introducing potential donors to the organization.

***Oversight:***

The board is responsible for the general oversight of the organization. Specifically, this includes selecting, establishing priorities, and conducting performance reviews for the Executive Director; and approving the annual budget and reviewing and reviewing regular financial results. As appropriate board members will be asked to:

* Guide and evaluate the performance of the Executive Director.
* Provide support as needed to the Executive Director.
* Develop, review and approve an annual budget.
* Review financial result

***Governance:***

The board is responsible for governing itself and for cultivating a strong group of next generation board members. Board members will be asked to:

* Avoid conflicts of interest and review and sign the school’s conflict of interest policy annually.
* Ensure the board and the organization act in a way that is ethical, legal and that promotes transparency in decision-making.
* Participate in periodic board self-assessments.
* Nominate and cultivate potential board members.

Board members are encouraged to contact the chair with any questions or comments.