

Roles and Responsibilities of Highland Community School Board of Directors

- 1. Determine the charter school's mission and purpose.** A statement of mission and purpose should articulate the charter school's goals, means, and primary constituents served. It is the board of directors' responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual board director should fully understand and support it.
- 2. Select the charter school administrator.** Boards must reach consensus on the charter school administrators' job description and undertake a careful search process to find the most qualified individual for the position.
- 3. Support the charter school administrator and review his or her performance.** The board should ensure that the charter school administrator has the moral and professional support he or she needs to further the goals of the charter school. The charter school administrator, in partnership with the entire board, should decide upon a periodic evaluation of the administrator's performance.
- 4. Ensure effective strategic planning.** As stewards of the charter school, the board must actively participate in an overall planning process and assist in implementing appropriate portions of the resulting plan.
- 5. Ensure adequate resources.** One of the board's foremost responsibilities is to provide adequate resources for the charter school to fulfill its mission. The board should work in partnership with the charter school administrator and development staff to raise funds from the community.
- 6. Manage resources effectively.** The charter school board, in order to remain accountable to the charter granting entity, parents and students, its donors, the public, and, in the case of a separately incorporated nonprofit, to safeguard its tax-exempt status, must approve the annual budget and ensuring that proper financial controls are in place.
- 7. Determine and monitor the charter school's programs and services.** The board's role in this area is to determine which educational programs and services are the most consistent with the charter schools mission, and to monitor their effectiveness.
- 8. Enhance the charter school's public image.** A charter school's primary links to the community, including constituents, the public, and the media, is the board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.
- 9. Assess its own performance.** It is the board's responsibility to ensure that the total organization is effective in achieving its mission and efficient in using its resources. It should begin this annual discussion by evaluating its success as a board. By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievements and reach consensus on which areas need to be improved.
- 10. Attend monthly meetings.** The Parent Board of Directors meets every 4th Monday of the month from 6:00 -7:30pm. The meetings may change depending on spring and winter break. The meeting schedule is set at the first meeting of the year. There is usually no meeting in July.
- 11. Serve on standing committee.** In addition to serving on the Board, Directors are expected to serve on one of the standing committees of the Board: Governance, Finance or Fund Development. These committees usually meet once a month and report to the Board at the monthly Board meeting.
- 12. Prepare for each Board meeting.** Directors should read meeting notes and review other documents in advance of each board meeting and come to the meeting with questions or comments.