

MicroSociety Academy Charter School Board of Trustees Job Description^{®*}

Updated 10/2017

General Responsibilities:

Responsible for ensuring that the academic program of **MicroSociety Academy Charter School (MACS)** is successful, that the organization's program and operation are faithful to the terms of its charter, and that the school is a viable organization.

Specific Responsibilities:

1. **Determine the mission and purpose of MicroSociety Academy and keep it clearly in focus¹**
 - Create and periodically review the mission statement which:
 - Serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
 - Is used as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purposes.
 - Understand and support the mission statement.
2. **Select the School Director²**
 - Reach consensus on the School Director's job description.
 - Undertake a careful search process to find the most qualified individual.
 - Oversee and approve contract negotiation and renewal.
3. **Support and review the performance of the School Director**
 - Provide frequent and constructive feedback.
 - Assist when board members overstep prerogatives or misunderstand their roles.
 - Compliment for exceptional accomplishments.
 - Provide for an annual written performance review with a process agreed upon with the School Director well in advance.
4. **Ensure effective organizational planning**
 - Approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and accountability plan.
5. **Ensure adequate resources**
 - Approve fundraising targets and goals.
 - Assist in carrying out the development plan.
 - Make an annual gift at a level that is personally meaningful.

6. **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.
 - Ensure the full board has the proper training to be effective stewards of public funding.
 - Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the organization.

7. **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.
 - Assess the quality of the program and services.

8. **Enhance MicroSociety Academy's public standing**
 - Serve as ambassadors, advocates and community representatives of the organization.
 - 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 **MicroSociety Academy's** mission, programs, financial condition, and progress made towards charter promises.
 - Approve goals of an annual public relations program.

9. **Ensure legal and ethical integrity and maintain accountability**
 - Establish policies to guide the organization's board members and staff.
 - Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
 - Adhere to the provisions of the organization's bylaws and articles of incorporation.
 - Adhere to local, state and federal laws and regulations that apply to the organization.
 - Ensure compliance with all federal state and local government regulations.
 - In the event of a conflict of interest, the Board Member involved would be expected to recuse themselves from any vote regarding such conflict.

10. **Recruit and orient new board members and assess board performance**
 - Define board membership needs in terms of skill, experience and diversity.
 - Cultivate, check the credentials of and recruit prospective nominees.
 - Provide for new board member orientation.
 - Conduct an annual evaluation of the full board and individual trustees.

*Adapted from the "Board on Track" Board Description materials.

MicroSociety Academy Charter School

Individual Trustee Performance Expectations^{©*}

General Responsibilities:

Each trustee is responsible for actively participating in the work of the **MicroSociety Academy** Board of Trustees and the life of the organization. Each trustee is expected to affirm and strive to fulfill the performance expectations outlined below. These expectations are to be clearly articulated prior to nominating any candidate as a board member. The **MicroSociety Academy** Board will nominate the candidate only after s/he has agreed to fulfill these expectations. In addition to the responsibilities below, individual trustees are expected to help each other fulfill the tasks outlined in the collective Job Description of the Board of Trustees.

Specific Responsibilities:

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of **MicroSociety Academy**.
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 Trustees:
 - 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.
4. Regularly attend board and committee meetings in accordance with the absenteeism policy (i.e at least 8 out of 12 board in person or virtual meetings during the calendar year). Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair at least seventy-two (72) hours in advance. Three unexcused missed meetings in a row will be considered as the equivalent of the member's resignation.
5. Be prepared to contribute approximately 5-7 hours per month toward board service which includes:
 - Attending a monthly board meeting (2 hours)
 - Participating on a board committee (1-2 hours)
 - Reading materials, preparing for meetings (1 hour)

- Attending events at the school, assisting with fundraising and other ambassador tasks as needed (1-2 hours)
6. Keep informed about the organization and its issues by reviewing materials, participating in discussions, and asking strategic questions.
 7. Actively participate in one or more fundraising events annually.
 8. Use personal and professional contacts and expertise for the benefit of **MicroSociety Academy**.
 9. Serve as a committee or task force chair or member.
 10. Inform the Board of Trustees of **MicroSociety Academy** of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.

*Adapted from the "Board on Track" Board Description materials.

Board Member Agreement^{©*}
MicroSociety Academy Charter School Board of Trustees

I, understand that as a member of the Board of Trustees of the **MicroSociety Academy** Charter School I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its' steward, including recusing myself whenever conflicts of interest, as defined by Board of Trustee policy, make it necessary.

I have read, understand and am willing to comply with the Board of Trustees Job Description and the Individual Performance Expectations that outline my responsibilities to the Board.

If I ever find myself in a situation where I am unable to fulfill these expectations I will resign from the Board.

In turn, the organization will be responsible to me in several ways:

1. I will be provided, without request, monthly financial statements and an update of organizational activities that allow me to meet the "prudent person" section of the law.
2. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a board member.
3. Board members and the School Director will respond in a straightforward fashion to questions I have that are necessary to carry out my board and committee-related responsibilities to this organization.
4. Board members and the School Director will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the board Chair and School Director to discuss these responsibilities.
6. This agreement will be reviewed and signed at the beginning of my term, the annual meeting, or when there are changes that have been approved by the board and within thirty (30) days of said event. Electronic signature would be acceptable.

_____ Date: _____
Member, Board of Trustees

_____ Date: _____
Chair, Board of Trustees

_____ Date: _____
School Director

*1. Note the 10 titles in this description come from the BoardSource "Top Ten Responsibilities of a Nonprofit Board."
2. Note about terminology—when we use the term School Director we are referring to the person who directly reports to the board.
3. Adapted from Board Cafe, Vol. 5, No. 3, March 28, 2001
Adapted from the "Board on Track" Board Description materials.

Board Member Information:

Name:

Address:

Phone Number (home):

Phone Number (cell):