

Board Member

Expectations & Responsibilities

**Board Member**

**Expectations & Responsibilities**

**Introduction:** The role of a Board member is a very important one. A well run school starts with a well-functioning Board. The purpose of this document is to help Board members become familiar with their role as a Board member and to clearly set behavior expectations for them.

**Connection:** Tidings of Peace Christian School is an outreach of the Tidings of Peace Mennonite Church. The Board has been given the role of operating the school somewhat independently of the Tidings of Peace Leadership Team but still consults them on matters that directly affect the church.

**Purpose:** The primary purpose of the Board is to set clear policies for the administrator to follow. Policies are to be broad enough to give flexibility for efficient operation, yet specific enough to define limits of responsibility. Although the Board may offer advice to the Administrator, it is NOT the Board's responsibility to get involved in administration. The Board determines the direction of the organization by creating policies and goals and the administrator is held accountable to implementing the prescribed policies and goals.

**Participation:** Board members are charged with ensuring the viability of the school for the next generation. Board members should constantly be filtering decisions through the following three lenses: Is it good for our students? Is it good for the church? Will this strengthen our school for future generations?

**Commitment:** Board members shall be committed to the mission and vision of the school. Remember to pray for everyone involved at the school and seek the Lord's wisdom in making decisions as a Board member. Maintain a clear Christian testimony in all settings so that the name of Christ, the school and the Board will not come into disrepute. Board members are expected to attend as many of the school fundraisers as possible to demonstrate their support. Attending other school functions where the parents are present (PTF, Back-to-school Picnic, closing Picnic, etc.) is also encouraged for the purpose of becoming more familiar with those to whom we are ministering.

**Advocate:** Board members are expected to be advocates and promoters of the school. This could take the form of speaking favorably about the school in social settings, quelling unfavorable rumors, or recruiting additional support for the school.

**Meetings:**  Board members have no authority unless the Board is convened as a group. Board members are expected to attend all Board meetings and to arrive prior to the meeting start time. If a Board member cannot be there, they are responsible to notify the Chairman. If a Board member has something to be discussed at a Board meeting, they are to notify the Chairman of their request at least one week prior to the meeting. Preparation is to be made for the meeting by reviewing any documents that were sent with the agenda. Board members are expected to ask questions and voice support or dissent voluntarily prior to the Chairman calling for a motion. It is expected that Board members will at times disagree on the decisions of the majority. In such cases, Board members are expected to voice their opinion but then agree to support the decision of the group.

**Confidentiality:** All documents and discussions related to personnel or students are strictly confidential and are not to be discussed outside the Board. Take care to ensure that emails used for Board communication are not accessed by family members. Use caution when discussing any Board activities with anyone outside the Board.

**Staff and Students:** Board members are to treat the teachers and staff members with respect. They are encouraged to visit occasionally during school hours to show support and encouragement to the staff and to be more familiar with and to the students. They should never attempt to use their Board position to intimidate or reprimand a teacher or staff member or student.  When complaints are directed to a Board member, they are expected to direct the person with the concern to talk to the teacher. If that has been done the complaint should be directed to the Administrator and if the Administrator has been consulted but has not addressed the situation adequately or is the subject of the complaint, the person with the concern should be directed to the Chairman. Concerns should generally not be brought directly from a person lodging a complaint to the Boardroom. Remember, a Board member has no authority unless the Board is convened as a group. Two Board members are appointed annually to interview the staff to hear their individual perspectives of school operation.

**Board Development:** As the leaders and visionaries for an educational institution, Board members are encouraged to grow their knowledge by attending an educational conference each year (ACSI Board Conference, Conservative Anabaptist School Board Institute, etc.). Board members may occasionally be asked to read a book that will help grow their knowledge of school leadership, and to be intentional in learning about the school and its guidelines by reviewing available handbooks and policy manuals regularly.

**Committees:** Board members may be appointed by the Board to fill an Executive Board position or asked to chair a Committee. They are expected to fill their position with a positive spirit and to the best of their capabilities.