



Jackson Day School

Board Policy-Performance Expectations for Board Members

1) Purpose

- a) The purpose of the Performance Expectations for Board Members policy is to clearly outline both collective board members and individual member's roles and responsibilities. In order for an individual board member to serve on the collective board they must be willing to fulfill these expectations below and work collectively with the other members to achieve the goals and mission of Jackson Day School.

i) **Board of Directors**-The board of directors are a group of individuals who are responsible for the strategic management of the non-profit organization that governs the school's operations.

- (1) The board collectively oversees the school management, finances, and quality; they set strategic direction; build community relationships; establish ethical standards, values, and compliance.
- (2) The Board collectively will select School Leadership, support their work in operations and monitor their progress.
- (3) The Board collectively operates by following the corporation's bylaws, which are to be viewed as a set of rules that governs how the organization pursues its mission and activities.
- (4) Collectively JDS's Board will have 3 primary roles:
 - (a) to establish policies,
 - (b) to make significant and strategic decisions, and
 - (c) to oversee the organization's activity

(i) Individual Board Position Roles and Roles and Responsibilities

1. **Chairman of the Board/President**-The chair, who often serves as the president of the organization runs board meetings, appoints committees, and performs other duties as directed by the bylaws. As the chair/president, this individual represents the organization in public by giving speeches, writing articles and attending functions on behalf of the organization.
2. **Vice Chair/Vice President**-Serving directly under the chair is the vice chair/vice president. This person is often next in line to become the chair and serves as the board's leader when the chair is not present, such as during official board meetings.
3. **Secretary**-The secretary of a board takes notes, called minutes, at board meetings, then submits those minutes for amendment or approval by the board. The secretary maintains JDS's records and its non-financial legal documents, including its bylaws, articles of incorporation and minutes of historical meetings.
4. **Treasurer**-The treasurer maintains JDS's financial records, keeping copies of the main financial records, signs off on checks the financial secretary writes, approves purchases, invoices, and keeps an eye on the organization's finances. The treasurer prepares and delivers a treasurer's report at each of the board's official meetings and approves the organization's annual tax filing and works closely with the audit committee.

- 5. Board Members**-Board members attend meetings, receive updates and vote on board matters. They have the right to make motions, discuss them and vote on them. These positions come with a chairperson title, such as a Finance committee chair, Fundraising committee chair, Development committee chair, etc. After serving as a board member, individuals might ascend to the secretary, treasurer, vice chair and/or eventually chairman of the board positions.

ii) Desired Characteristics of all Board Members

- (1) Knowledge
- (2) Understand and subscribes to JDS's mission and values
- (3) Understands the school's financial position
- (4) Understands the school community's demographics and needs
- (5) Builds partnerships with community groups
- (6) Understands the difference between governance and management
- (7) Knows how to be a team player, when to listen and when to speak up
- (8) Understands the schools current and future facility and land development needs.
- (9) Regularly attends, prepares, and participates in Board and Committee meetings

iii) Desired Skills of Board Members

- (1) Can work to build consensus
- (2) Supportive of school leadership and faculty
- (3) Adept at strategic and financial planning
- (4) Strong communication skills
- (5) Ability to deal with diverse groups and ideas in a constructive way
- (6) Interpret financial information
- (7) Has experience in a field or endeavor that contributes to JDS's school operations.
- (8) Ability to support a decisions made by the collective board

2) Adoption

- a)** This board policy was initially adopted by Mountain Island Day Schools' governing board on April 17th, 2018. Updated on January 6th, 2022 with schools new name Jackson Day School.

Items addressed:

Board Governance-RTO exercise