



Forest Charter School Board of Trustees Job Description

Responsibilities:

- 1. Support and review the mission and purpose of FCS and keep it clearly in focus**
 - Create and periodically review the mission statement which:
 - a. Serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
 - b. 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 Leader when necessary**
 - Reach consensus on the School Leader'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 Leader**
 - Provide frequent and constructive feedback.
 - The Chair will assist when board members overstep prerogatives or misunderstand their roles.
 - Provide for an annual written performance review with a process agreed upon with the School Leader well in advance.

- 4. Ensure effective organizational planning**
 - Approve School-wide Action Plan that includes concrete, measurable goals consistent with the charter.

- 5. Manage resources effectively**
 - Approve the annual budget.
 - Monitor budget implementation through periodic financial reports.
 - Approve accounting and personnel policies.
 - Ensure an independent annual audit by a qualified CPA.
 - Ensure the full board has the proper training to be effective stewards of public funding. (Possible County training)
 - Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the school.
 - Monitor use of funds to support school's mission

6. Determine, monitor and strengthen the programs and services

- Assure programs and services are consistent with the mission and the charter.
- Approve organizational outcomes.
- Monitor progress in achieving the outcomes and goals of the School-wide Action Plan.
- Review the quality of the program and services.

7. Enhance FCS's public standing

- Serve as ambassadors, advocates and community representatives of the school.
- Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.

8. Ensure legal and ethical integrity and maintain accountability

- Establish policies to guide the school's board members and staff.
- Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
- Adhere to the provisions of the school's bylaws and articles of incorporation.
- Adhere to local, state and federal laws and regulations that apply to the school.
- Ensure compliance with all federal state and local government regulations.
- Brown Act Compliance.

9. Orient new board members and assess board performance

- Cultivate the skills of board members.
- Provide for new board member orientation.
- Ensure board member attendance in order to maintain diverge perspectives and a quorum.
- Attempt to develop a board that is diverse both geographically and programmatically to represent all aspects of the school population.

10. Appeal Process

- What issue can board help with or address for all stakeholders.

Forest Charter School Individual Trustee Performance Expectations

Responsibilities:

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of FCS.
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. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board secretary.
5. Be prepared to contribute time toward board service which includes:
 - Attending a monthly board meeting
 - Participating on a board committee as required
 - Reading materials, preparing for meetings
 - Attending events at the school, assisting with fundraising and other ambassador tasks as needed
6. Keep informed about the school and its issues by reviewing materials, participating in discussions, and asking strategic questions.
7. Inform the Board of Trustees of FCS of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation. (Form 700)