

Board of Directors Handbook

Three Rivers Waldorf School

The Role of the Board of Directors:

The board is responsible for the financial and legal management of the school, and for ensuring that there is a viable vision, and a strategy for achieving that vision. The board is ultimately responsible for the school carrying out its mission.

The board is responsible for establishing policies for work to be done, but not for *doing* the day to day work of running the school.

The Structure of the Board of Directors:

The board has seven to eleven voting members, including a faculty member, the administrator, a representative of the Parent Association, and a non-vested member (i.e., someone who is neither an employee of the school, nor a parent.) Member terms are two years, with half the terms beginning each year.

Officers of the board are the President, Vice-President, Secretary and Treasurer. These are elected annually, with no limits on terms. See by-laws for detail of officer responsibilities.

Meetings:

Meetings are held the second Thursday of the month at 6:30 pm in the Faculty lounge. The goal is for meetings to take no more than two hours.

The Role of a Board Member:

- Board Meetings:

Members must be able to attend and participate in the vast majority of board meetings. Appropriate communication during board meetings and in other settings is desired.

- Committee Involvement:

Board members are required to participate actively in at least one committee. This may or may not involve being the chair person of a committee, or being a liason between the board and a committee. In lieu of this a board member may offer special expertise to the board, such as legal expertise.

- Development:

Board members enhance the development efforts of the school in several ways:

- Serve as an ambassador of the school in the community
 - Support TRWS events
 - Contribute financially, and assist in soliciting others to do so
- Volunteerism:

Further volunteer efforts above and beyond those described above are not required of board members, and in fact, board members should be clear in their understanding of which things they are doing as board members, committee members, parents or other school supporters, i.e., *know which hat you are wearing*.

Confidentiality:

Board minutes and agendas are available to the school community. Closed session items are clearly marked on the agenda and minutes. Closed session information is not to be shared with anyone who is not a board member. Board members must remember that their speech and conduct represent TRWS even when they are not labeling their views as those of a board member. Community members may make, *and share*, inferences based on board members casual remarks.

Conflict of Interest:

See attached policy.