**Board Job Description:**

**Community School for Creative Education**

***Board members are solely responsible for ensuring the School’s policies and operational activities are consistent with and have the highest probability of fulfilling the school’s mission.***

***Each member of the Community School Board is individually and collectively responsible for the ethical and legal mandates that govern the School*.**

Board members have key responsibilities in the following areas:

COMMUNITY RELATIONS

1. Define goals and metrics for ensuring the School’s programs and services appropriately meet the needs of the people it serves.
2. Develop and maintain a positive relationship with the ACOE and the community.
3. Represent the School at key public or charter functions, and serve as emissaries in the community.

PERSONNEL

1. Recruit new Board members and provide for the continuance of the School through Board succession.
2. Supervise the Executive Director of the School to ensure proper policies and procedures are established and being followed with regards to all employment issues such as hiring, termination, and evaluation.
3. Provide support to the Executive Director to ensure that directorial duties may be properly carried out.
4. Develop and adopt necessary personnel policies, including guidelines for hiring and termination, salaries, benefits, and grievance procedures.
5. Develop and adopt policies for volunteer involvement.

PLANNING

1. Uphold and review the School’s Mission and Vision.
2. Develop short-term and long-range goals for the future of the School.
3. Establish and review metrics for fairly evaluating the success of th Executive Director performance relative to goals.
4. Approve services and programs provided by the School within a methodology that conforms to the School’s mission and protects it fiscal responsibilities.
5. Evaluate on a regular basis the School’s programs and operations to determine how they are performing relative to goal and offer guidance for improving results.
6. Review policies and bylaws that govern the School to ensure they are aligned and in compliance.
7. Develop policies to ensure smooth operations and continuance of the School.
8. Participate in Community School Charter renewal process.

FINANCE

1. Ensure the fiscal accountability and viability of the School.
2. Oversee development, approval and review of the School budget.
3. Engage in fund raising efforts to ensure that adequate funds are available to support the  School’s programs and the School’s facilities.

OPERATIONS

1. Ensure that the School’s administrative systems are adequate.
2. Ensure that the Board’s operations meet all applicable legal and ethical standards.
3. Ensure that the organizational and legal structures are adequate and appropriate.
4. Ensure that the School and its Board members meet all applicable legal standards and  requirements.

MINIMAL JOB REQUIREMENTS

1. Attendance of at least 75% of the Board’s monthly meetings.
2. A demonstrated interest in the School’s educational programs.
3. A commitment to a three-year term.
4. A willingness to represent the School to the community at large.
5. A willingness to serve as a board liaison to at least one committee.
6. A thorough understanding of the public meeting laws governed by the Brown Act.
7. Participation in at least one board development seminar or workshop per year.
8. Participation in one Brown Act workshop per term.

Date Board Approved May 18, 2017