



## **Brevard Academy: A Challenge Foundation Academy Board of Directors**

**School Year** \_\_\_\_\_

### **Overview**

As trustees of public funds, the Board of Directors is responsible for ensuring Brevard Academy CFA's long-term financial stability and integrity of the school. The Board sets the strategic plan and ensures that the school fulfills its mission. Directors recognize that in order to fulfill these obligations, they pledge to personally contribute needed resources and talents to maintain the school's success.

### **Responsibilities**

- Ensure that the charter, once awarded, is fulfilled.
- Support the school's mission and vision.
- Abide by and uphold all governing documents (federal and state laws/regulations, charter, articles of incorporation, bylaws, school policies etc.).
- Read and understand the financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.
- Read and fully understand all prospective resolutions in order to make an informed vote.
- Attend board meetings and actively participate in decision-making.
- Share expertise with the board and staff.
- Be an advocate for the school; promote it in ways appropriate to your profession and contacts.
- Make a personal contribution appropriate to your circumstances.
- Obtain various means of support for the organization's fundraisers, or otherwise assist in providing resources to further the school's mission.
- Participate in short and long-range strategic planning activities.
- Ensure the school meets all legal and corporate requirements.
- Serve on or lead at least one committee or task force each year.
- Work to develop new leadership and recommend potential board members to the nominating committee.
- Avoid any conflict of interest or even the appearance of conflict of interest.
- Ensure confidentiality of personnel and student matters as per Federal and State/Local Laws.
- Participate in school-wide events.

Failure to fulfill the responsibilities listed above will result in removal from the Board following notice at the next regularly scheduled meeting and a vote of the remaining members at the next regularly scheduled meeting following notice.

### **Desired Skills and Experience**

Sincere love of children and commitment to quality of education; Knowledge of history, mission and goals of the school; Working knowledge of bylaws and policies; Ability to handle school business with tact, professionalism, enthusiasm, and commitment. Ability to communicate effectively; Ability to take

responsibility and follow through on assignments and responsibilities; Ability to work well with people individually and in a group.

### **Term of Service**

- Members of the Board of Directors are elected for 3-year terms.
- Members may be re-elected according to the Bylaws.

### **Time Commitment**

Members of the Board should attend each board meeting, serve or assist on committees and be available to members, other leaders and staff, estimated to require approximately 5-10 hours per month. Board members should attend at least **75%** of scheduled meetings in one calendar year of the Board of Directors (except for emergencies beyond the control of the Director). Failure to fulfill these time commitments may constitute removal from the Board of Directors, which will be formally acknowledged in the next regularly scheduled Board meeting.

### **Financial Commitment**

Each board member is expected to fully support fundraising initiatives to meet the Board's responsibility to adequately fund the school to meet its mission.

### **Benefits of Leadership Service**

Leadership is viewed as an opportunity to make a difference in the lives of children and in education in our community; the opportunity to identify needs, support and achieve school goals; gain or enhance experience in building and working with teams; increase, promote, and develop leadership in others; and help to shape the school's direction and future.

### **Board Committees:**

1. Long-Range Planning and Visioning – Maintenance and/or adherence to 5-year plan
2. Development (Fundraising Development and Public Outreach) – Explore ideas for raising funds and identify community members to assist in the fundraising effort. Including Capital Campaigns and Grant Committees.
3. Finance- develop, and maintain annual budgets
4. Facilities – oversee maintenance, development, and issues with the facility
5. Governance (Board Development, Policies and Procedures) – Oversee Policies and Procedures as needed, recruit new board members
6. Grievance - ensure grievance policy/procedure is upheld

### **Full Disclosure of Actual or Potential Conflicts of Interest:**

The undersigned person acknowledges receipt of a copy of the Brevard Academy-CFA policy 2121 Board Conflict of Interest approved on: 9 / 12 / 18. By my signature affixed below I acknowledge my agreement with the spirit and intent of this board policy and I agree to report to the Chairman of the Board of Directors any possible conflicts (other than those stated below) that may develop before completion of the next annual statement. Below is full disclosure of any and all business and personal relationships which may reasonably be considered an actual or potential conflict of interest, I understand and agree

that following this disclosure, if other currently unknown or unconsidered relationships of a business or personal nature pose an actual or potential conflict, it is my responsibility and legal obligation as a director of a non-profit corporation to provide full disclosure and recuse myself from any discussion or decisions that are related.

\_\_\_\_\_ I am not aware of any conflict of interest.

\_\_\_\_\_ I have a conflict of interest in the following area(s):

Business Relationships	Personal Relationships

Signed \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Personal Commitment**

I (*print name*) \_\_\_\_\_ am willing to make every effort to fulfill Brevard Academy-CFA's Board of Directors responsibilities as outlined above. I further agree that if, at any time, I am unable to fulfill the commitments of a member of the Board of Directors of Brevard Academy CFA I will give appropriate notice of resignation to the Chairperson of the Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please list your top 3 committees of interest in order with 1 being your first choice, please identify if you can chair a committee:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_