



Vertus Charter School

Job Description of the Board of Trustees

General Responsibilities

As a board member, you are responsible for ensuring that the academic program of Vertus Charter School is successful, that the organization's program and operations are faithful to the terms of its charter; and that Vertus is a viable organization.

Specific Responsibilities

1. **Keep the mission and purpose of Vertus Charter School 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 to assess program activities to ensure that the organization is not drifting away from its original purposes.
 - Understand and support the mission statement.
2. **Oversee the CEO**
 - Reach a consensus on the CEO's job description.
 - Approve annual salary.
3. **Support and review the performance of the CEO**
 - Provide frequent and constructive feedback.
 - Assist when board members overstep prerogatives or misunderstand their roles.
 - Compliment for exceptional accomplishments.
 - Provide for an annual written performance review, with a process agreed upon with the CEO well in advance.
4. **Ensure effective organizational planning**
 - Approve annual benchmark goals that include concrete, measurable goals consistent with the charter and accountability plan.
5. **Ensure adequate resources**
 - Approve fundraising targets and goals.
 - Assist in carrying out the development plan.
 - Make an annual gift at a level that is personally meaningful.
6. **Manage resources effectively**
 - Approve the annual budget.
 - Monitor budget implementation through periodic financial reports.
 - Approve accounting and personnel policies.
 - Provide for an independent annual audit by a qualified CPA.
 - Ensure the full board has the proper training to be effective stewards of public funding.
7. **Determine, monitor, and strengthen the programs and services**
 - Assure programs and services are consistent with the mission and the charter.
 - Approve measurable organizational outcomes.
 - Approve annual, attainable board and management-level goals.
 - Monitor progress in achieving the outcomes and goals.
 - **Ensure that the schools' programs and policies are inclusive of all students**
 - Assess the quality of the program and services.



8. **Enhance Vertus Charter School's public standing**

- Serve as and ambassador, advocate, and community representative of the organization.
- **Build relationships with parents, students, teachers, and other stakeholders to ensure awareness of the needs of the community and be responsive to those needs.**
- Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.
- Provide a written annual report and public presentation that details Vertus' mission, programs, financial condition, and progress made toward charter promises.
- Approve goals of an annual public relations program.
- **Be a role model for students, staff, and the community.**

9. **Ensure legal and ethical integrity and maintain accountability**

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

10. **Recruit and orient new board members and assess board performance**

- Define board membership needs in terms of skill, experience, and diversity.
- **Promote diversity and inclusion by recruiting and selecting new board members from a variety of backgrounds, paying particular attention to ensure the board represents the community that it serves.**
- Cultivate, check the credentials of, and recruit prospective nominees.
- Provide for new board member orientation.
- Conduct an annual evaluation of the full board and individual trustees.



Individual Trustee Performance Expectations

General Responsibilities

Each trustee is responsible for actively participating in the work of Vertus Charter School's Board of Trustees and the life of the organization. Each trustee is expected to affirm and strive to fulfill the performance expectations outlined below. These expectations must be clearly articulated before nominating any candidate as a board member. The Vertus Charter School Board will nominate the candidate only after s/he has agreed to fulfill these expectations. In addition to the responsibilities below, individual trustees are expected to help each other fulfill the tasks outlined in the collective Job Description of the Board of Trustees.

Specific Responsibilities

1. Believe in and be an active advocate and ambassador for Vertus' values, mission, and vision.
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. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair. Be aware of, and abide by, the board's attendance policy.
5. Be prepared to contribute approximately 8-10 hours per month toward board service, which includes:
 - Attending a monthly board meeting (2 hours)
 - Participating on a board committee (2 hours)
 - Reading materials and preparing for meetings (1 hour)
 - Attending events at the school, assisting with fundraising and other ambassadorial tasks as needed (3-5 hours)
6. Remain informed about the organization and its issues by reviewing materials, participating in discussions, and asking strategic questions.
7. Actively participate in one or more fundraising event(s) annually.
8. Use personal and professional contacts and expertise for the benefit of Vertus.
9. Serve as a committee or task force chair or member.
10. Give or get an annual financial contribution and support capital campaigns at a personally meaningful level, at a minimum of \$2,000.
11. Inform the Board of Trustees of Vertus of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.