



Responsibilities of Bridge Prep Charter School Trustees

As a trustee of Bridge Preparatory Charter School, you play an essential role in ensuring the school can serve its mission and meet its goals. Below are the key responsibilities of your role.

Governance and Oversight

Your role as a trustee is to ensure that Bridge Prep operates with integrity and effectiveness. This involves setting the strategic direction of the school and monitoring its implementation. Trustees

Understanding the distinction between governance and management is crucial, as your primary responsibility is to oversee the strategic direction of the school, not its day-to-day operations. Effective governance requires:

- *Strategic Oversight:* Develop and approve the school's long- and short-term plans and initiatives, ensuring alignment with the mission and vision.
- *Policy Setting:* Establish and review policies that guide the school's operations, ensuring they comply with legal and ethical standards.
- *Performance Monitoring:* Regularly assess the school's performance against set goals and objectives, using data to inform decisions.
- *Leadership Support:* Hire, evaluate, and support the Executive Director, ensuring they have the resources and guidance needed to lead the school effectively.
- *Risk Management:* Identify and manage risks to the organization, implementing strategies to mitigate potential issues.
- *Transparency and Accountability:* Maintain open communication with stakeholders and ensure the board's decisions and actions are transparent and accountable.

Commitment and Participation

To effectively fulfill your responsibilities, you must stay informed about the organization and its issues. This involves reviewing relevant materials, engaging in discussions, and asking strategic questions. When possible, you should also make a concerted effort to participate in events, programs and ceremonies of the school (e.g., Fifth Grade Graduation).

Regular attendance at board and committee meetings is a fundamental responsibility. It is important to prepare for these meetings by thoroughly reviewing all materials in advance to enable informed discussion. If you are unable to attend a meeting, you should notify the Secretary and adhere to the board's attendance policy.

On average, trustees are expected to dedicate eight to 10 hours per month to board-related activities. This includes:

- Attending monthly board meetings, which last 60 to 90 minutes.
- Participating in monthly committee meetings, which are typically 60 minutes.
- Reviewing materials and preparing for meetings, taking about 60 minutes
- Attending board strategy sessions, school events, fundraisers, and ceremonies which happen periodically throughout the year.

As a trustee, you are a champion of Bridge Prep's values, mission, and vision. It is your duty to actively promote and advocate for the school within the community.

Committee Service

The board conducts much of its business through committees. All trustees serve on at least one of the board's three open-membership standing committees: Academic Committee, Finance Committee, or Board Development and Governance Committee. Doing so allows you to contribute your expertise and support the board's initiatives more effectively.

Ethics and Conflict of Interest

Maintaining high ethical standards and compliance with the requirements of the school's charter authorizers and other authorities is imperative. You must disclose any potential conflicts of interest, whether real or perceived, and comply with the Board's decisions on such matters. Confidential information about the school, its students, or affiliated professionals must be kept secure and only used or disclosed when authorized by the Board and applicable law.

Commitment Agreement

As a Trustee of Bridge Preparatory Charter School, you have a legal and moral responsibility to ensure the organization performs its best work in pursuit of its goals. You are expected to act responsibly and prudently as a steward of the organization. By signing this agreement, you acknowledge your commitment to these responsibilities and agree to comply with the Board of Trustees job description. If at any point you find yourself unable to fulfill these expectations, you agree to resign from the Board.

By embracing these responsibilities, you contribute to the effective governance and success of Bridge Preparatory Charter School, ensuring that it continues to thrive and fulfill its mission.

[NAME]
Prospective Trustee

Date

[NAME]
Secretary, Board of Trustees

Date