

BOARD OF DIRECTORS EL CAMINO REAL ALLIANCE

BOARD MEMBER ROLES AND RESPONSIBILITIES

The Board of Directors (the “Board”) of El Camino Real Alliance (“ECRA”), a nonprofit public benefit corporation, recognizes and acknowledges that it has legal and fiduciary responsibilities to the school and to the stakeholders. The Board’s fiduciary duties include the Duty of Care, the Duty of Loyalty, and the Duty of Obedience. The Board is responsible for maintaining fiscal accountability and financial oversight, pursuant to ECRA’s Bylaws and Charter. As such, the Board acknowledges the following Roles and Responsibilities and the Code of Conduct, as written herein.

ROLES AND RESPONSIBILITIES

The essential roles and responsibilities of the Board Member shall include the following:

1. Regularly attend Board meetings, Special Board meetings, and any important related meetings, as scheduled and noticed;
2. Stay informed about all ECRA matters;
3. Prepare for all meetings, including, but not limited to, reviewing all minutes, reports, and documentation to be reviewed and discussed at all such meetings; and
4. Volunteer for and willingly accept and participate in assignments, including, but not limited to, committees, events, and fundraising activities.

CODE OF CONDUCT

1. A Board Member’s first obligation is to become informed about the School’s history, missions, and goals, legislation governing education and Charter schools, and current operations and concerns. Accordingly, each Board Member will read the approved Charter Petition and familiarize themselves with a working understanding of all School policies and operating procedures.

2. A Board Member must come to meetings prepared, having reviewed any documents, reports or proposals that will be acted upon, having taken time before a meeting to clarify concerns with the Board Chair or staff, having read the minutes of previous meetings, and having prepared themselves with other pertinent materials. Each Board Member will ensure that they have an understanding of an issue before voting.

3. Each Board Member must act with care, loyalty, and obedience. Board Members must exercise a level of care that a prudent person would exercise, must show undivided allegiance to the School and to their self-interests, and must remain obedient to the School’s mission and the study body before their own interests.

4. An individual Board Member must not seek to impose a personal agenda on the School, the Board, or the Executive Director.
5. A Board Member must always respect the confidentiality of Closed Sessions.
6. A Board Member must not attempt to deal with problems brought to their attention on an individual basis. A Board Member who learns of a problem must bring that problem to the attention of the Executive Director or Board Chair.
7. A Board Member will recommend that stakeholder concerns follow the ECRA complaint procedures to seek resolution.
8. Each Board Member has a fiduciary responsibility for the funds entrusted to the School, and for sound budgetary management.

ACKNOWLEDGMENT

I acknowledge that I have read and understand the Roles and Responsibilities and the Code of Conduct as stated hereinabove.

Date: _____

Board Member Signature

Printed Name