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Board Structure: Officers & Committees

Sample Individual Trustee Performance Expectations

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General Responsibilities:

Each trustee is responsible for actively participating in the work of the THB Charter School (THB) 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 are to be clearly articulated prior to nominating any candidate as a board member. The THB 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 the values, mission, and vision of THB.
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:

Support

- 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 in accordance with the absenteeism policy. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair.
 5. Be prepared to contribute approximately 8-10 hours per month toward board service which includes:
 - Attending a month board meeting (2 hours)
 - Participating on a board committee (2 hours)
 - Reading materials, preparing for meetings (1 hour)
 - Attending events at the school, assisting with fundraising and other ambassador tasks as needed (1-2 hours)
 6. Keep 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 THB.
 9. Serve as a committee or task force chair or member.
 10. Give an annual financial contribution and support capital campaigns at a level that is personally meaningful.
 11. Inform the Board of Trustees of THB of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.

Articles In This Section

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Sample Individual Trustee Performance Expectations

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Sample Job Description for the Treasurer

Sample Job Description for the Secretary

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