BOARD OFFICER JOB DESCRIPTIONS

Board officers play important roles in maintaining order and structure for the board. The following descriptions provide an idea of the typical function of charter school board officers. These are meant to be guidelines and should be modified to meet each school's unique needs.

Board President or Chair

- Oversee board and executive committee meetings
- Serve as ex-officio member of all committees
- Work in partnership with the school leader to make sure board resolutions are carried out
- Call special meetings, if necessary
- Appoint all committee chairs and, with the school leader, recommend who will serve on committees
- Assist school leader in preparing agenda for board meetings
- Assist school leader in conducting new board member orientation
- Oversee searches for a new school leader
- Coordinate school leader's annual performance evaluation
- Work with the nominating committee to recruit new board members
- Act as an alternate spokesperson for the organization
- Periodically consult with board members on their roles and help them assess their performance

Board Vice-President or Vice-Chair

- Serve on the executive committee
- Carry out special assignments as requested by the board chair
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Participate as a vital part of the board leadership

Board Secretary

- Serve on the executive committee
- Develop and maintain a working knowledge of Open Meeting law and Open Records Act requirements.
- Maintain all board records in an organized manner and ensure their accuracy
- Review board minutes
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair
- Provide notice of meetings of the board and/or of a committee when such notice is required

Board Treasurer

- Maintain knowledge of the school and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations and for public schools
- Maintain an understanding of financial reporting and transparency requirements for charter schools.
- Serve as financial officer of the organization and as chairperson of the finance committee.
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities.
- Work with the school leader and the school finance personnel to ensure that appropriate financial reports are made available to the board on a timely basis.

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- Assist the school leader and/or the school finance personnel in preparing the annual budget and presenting the budget to the board and finance committee for approval.
- Review the annual audit and answers board members' questions about the audit.

Board Application:

Review your school's board officer job descriptions. Compare them with the lists above and determine if anything is missing or needs to be changed. Are the current officer responsibilities meeting the school and board's needs?

GOVERNANCE VERSUS OPERATIONS

Who does what? Often times charter school boards struggle with the delineation of roles and responsibilities. Are we in the weeds? Are we closer to the moon? Finding the right balance of appropriate governance and oversight is important. The typical breakdown between governance and operations is as follows:

Board of Directors	**School Administration**
Policies	Operations
Focus: ENDS/Outcomes	Focus: MEANS/Methods
Questions to Ask: Why? What? How Much?	Questions to Ask: When? Where? Who? How?
Actions: Monitor, Vote	Actions: Implement, Recommend

Board Application:

Spend a few minutes thinking about board and administrative roles and responsibilities at your school. In what areas has the distinction between governance and operations been ambiguous or challenging? Note your thoughts below and spend a few minutes sharing these as a whole group.

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