



**Official Policy
of
Ogden Preparatory Academy**

1. School Board Operations

1.03.POL Board Job Descriptions

Effective/Revision Date: 06/26/2013

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**Ogden Preparatory Academy Board of Directors
Officers and Committees Job Descriptions**

There should be a solid match between the interests, skills, and preferences of the board member and the requirements of the committee/positions they join.

Chair

- Works with the Principal and Board members to develop the agendas for Board of Directors meetings, and presides at these meetings.
- In consultation with other Board officers, appoints volunteers to leadership positions, chair of board committees, and cultivates leadership succession.
- Works with the Board of Directors, in accordance with the charter school's bylaws and mission, to establish and maintain systems for:
 - Planning the organization's human and financial resources and setting priorities for future development.
 - Reviewing operational effectiveness and setting priorities for future development.
 - Ensuring the legal and ethical standard.
 - Hiring and evaluating the school's Executive Director.
 - Developing and maintaining an effective board culture.
 - Developing an effective pipeline of future leaders of the board.
- Manages the development of the Board in order to help it work more effectively and efficiently.
- Works with the Principal and other board officers to develop both immediate and long-term goals.
- Communicates effectively with and supports the Principal in his/her job as manager of the school. In this capacity, focuses on ensuring that the Board governs rather than manages.
- Works with the Committee Chairs and the Principal to keep apprised of committee work and to ensure that committees have the resources needed to do their job. Also, works to ensure effective and efficient communications between the committees and the Board.

Vice Chair

- If the Chair is absent, the Vice Chair will perform all the Chair's duties and, when so acting, shall have all of the Chair's powers and be subject to the same restrictions.

- Supports and challenges the Chair in all his/her responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
- Works with the chair to assist in developing the agendas.
- Advises the Chair on appointing volunteers to key leadership positions, including positions like Chair of Board committees.
- Assists the Chair by taking the responsibility of communicating with Committee Chairs.
- Other such powers and such other duties as the Board may prescribe.

Secretary

- The Secretary will keep, or cause to be kept at a place as the Board directs, a book of minutes of all meetings of the Board, the corporation’s Articles of Incorporation and Bylaws, with amendments, and the Charter.
- The Secretary will have such other powers and perform such other duties as the Board may prescribe.
- Conduct yearly training on the Open & Public Meeting Act.

Financial Coordinator/Assistant

- In collaboration with the charter school executive director and business manager:
 - Assist and advise in preparing an annual budget for the charter school
 - Develop and annually revise a three-year financial forecast and develop long-range financial plans based on the forecast.
- Review all grant proposals and when necessary, recommend action by the Board.
- Review all non-budgeted expenditures and inform the Board.
- Annually submit objectives as part of the planning and budgeting process.
- Annually evaluate its work as a committee and the objectives it has committed itself to and report results on same to the Board of Directors.
- Arrange for an annual audit with submission of same to the Board.
- Arrange for a monthly report of financial results for the most recent current period.

Academic Excellence Committee

It is important to note that this is a governance function, not a management function, and it is anticipated that the school leader will have a great deal of input into the work and composition of this committee. The committee’s main role is to assure that academic excellence is defined, and that the Board approves annual goals to attain academic excellence.

- Define and continue to refine what academic excellence means for our charter school.
- Ensure that all Board members understand the key charter promises we have made to our community and to our authorizer.
- Work with the school leadership to devise clear and consistent ways to measure progress towards stated goals.

- Work with school leadership to share with the Board annual successes, barriers to reaching academic excellence, and strategies to overcome these barriers.
- Arrange for Board training on issues related to academic oversight and academic achievement, as needed.
- With the full board, create specific measurable goals for the year as part of planning process.

Board Development Committee

- Study the current composition of the Board of Directors to determine current skills and experience;
- Identify skills and experience needed on the Board.
- Recruit members to serve as members of the Board.
- Review annually the procedures for Board recruitment.
- Aid new members by conducting orientation and training.
- Provide ongoing training at the Board meetings.
- Assist in the planning of the annual Board retreat.
- Assist with the annual Board self-evaluation.
- Annually submit objectives, which may require training sessions, seminars, travel or miscellaneous training materials for the Board as part of the planning and budgeting process.
- Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors.
- Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.

Document History

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Legal References

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