



**Official Policy  
of  
Ogden Preparatory Academy**

**1. School Board Operations**

**1.05.POL Individual Board Member Performance Expectations**

**Effective/Revision Date:** 06/26/2013

**Page 1 of 2**

**GENERAL RESPONSIBILITIES**

Each Board member is responsible for actively participating in the work of the Ogden Preparatory Academy (OPA) Board of Directors. Every member is expected to affirm and strive to fulfill Board responsibilities and expectations as outlined below. The OPA Board will nominate the candidate only after he/she has agreed to fulfill these expectations.

**BOARD RESPONSIBILITIES AND EXPECTATIONS:**

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of OPA.
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 Directors:
  - a. Focus on the good of the organization and group, not on a personal agenda.
  - b. Support Board decisions once they are adopted.
  - c. Participate in an honest appraisal of one's own performance and that of the Board.
  - d. Be self-aware of your role. Govern and not manage.
  - e. Confidentiality of sensitive issues that require closed meetings is required.
  - f. Respect and listen to ideas being presented by other Board members.
4. Regularly attend Board and committee meetings with a 90% attendance.
  - a. Board members missing more than two consecutive Board meetings will be relieved of their Board involvement.
  - b. Prepare for these meetings by reviewing materials and bringing the materials to meetings.
  - c. If unable to attend, notify the Board or committee chair.
  - d. All Board members are required to attend the yearly Board retreat.
5. Be prepared to contribute approximately 6-9 hours per month toward Board service which includes:
  - a. Attending a monthly Board meeting. (2 hours)
  - b. Participating on a Board committee. (2 hours)
  - c. Reading materials in preparation for meetings. (1 hour)
  - d. Attending events at the school, assisting with fundraising and other ambassador tasks as needed. (1-2 hours)
6. Keep informed about the school and its issues by reviewing materials, participating in discussions, and asking strategic questions.
7. Use personal and professional contacts and expertise for the benefit of OPA.

8. Serve as a committee or task force chair or member.
9. Inform the Board of Directors of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation.
10. Agree to step down if unable to fulfill these expectations.

Document History

Approved: 06/26/2013

Legal References