



# OGDEN PREPARATORY ACADEMY

## Official Policy

### 1. School Board Operations

#### 1.03.POL Board Job Descriptions

Effective/Revision Date: 03/11/2022

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### PURPOSE

The Board is responsible for ensuring the successful academic program of Ogden Preparatory Academy (OPA). This includes assuring the school's program of instruction and operation are faithful to the terms of its Charter, and that the finances are managed to assure a viable organization. The Board's primary role is "Governance", which encompasses legal responsibilities, general oversight, planning and policy-making, and meeting fiduciary requirements. The Board only has authority when it votes as a group. No single member has authority for the Board as a whole.

### GENERAL RESPONSIBILITIES

The following principles should guide all members:

- **Duty of Care:** A Board member shall exercise reasonable care when he/she makes a decision as a steward of OPA.
- **Duty of Loyalty:** A Board member must give undivided allegiance to the organization when making decisions. Members must avoid decisions that perceptually, or actually, create any type of personal gain.
- **Duty of Obedience:** This requires a Board member to be faithful to the school's mission. He/she must act in a way that is consistent with the central goals of the school. The basis of the rule lies in the public's trust that the school will manage funds and create policies to fulfill its mission.

### Board Member Responsibilities:

1. Determine and fulfill the mission and purpose of OPA.
  - a. Create, review, understand, and support the vision and mission statement which:
    - i. Serves as a guide to organizational planning and setting priorities among competing demands for scarce resources.
    - ii. Is a vehicle for assessing program activities to ensure that the organization is not drifting away from its original purpose.

2. Select the OPA Director.
  - a. Adopt a clear job description for the Director.
  - b. Undertake a careful search process to find the most qualified individual.
  - c. Oversee and approve contract negotiation and renewal.
3. Support and review the performance of the OPA Director.
  - a. Provide frequent, constructive, and objective feedback.
  - b. Assist when Board members overstep prerogatives or misunderstand their roles.
  - c. Provide compliments for exceptional accomplishments.
  - d. Provide for an annual written performance review based on agreed upon objectives established at the beginning of each school year.
4. Ensure effective improvement planning.
  - a. Approve annual school improvement plans that include concrete, measurable goals consistent with the Charter and accountability plan.
  - b. Assure the budget supports annual goals and objectives.
5. Manage resources effectively.
  - a. Approve and regularly monitor the annual budget.
  - b. Provide for an independent annual audit by a qualified CPA.
  - c. Ensure adequate insurance is in force to cover students, staff, visitors, the Board and the assets of the school.
6. Enhance Ogden Preparatory Academy's public standing.
  - a. Service as ambassadors, advocates and community representatives of the school.
  - b. Ensure that no Board member represents her/himself as speaking on behalf of the Board unless specifically authorized to do so.
7. Ensure legal and ethical integrity and maintain accountability.
  - a. Establish policies to guide the school's Board members and staff.
  - b. Develop, maintain and strictly adhere to adequate personnel policies and procedures (including grievance policies).
  - c. Adhere to the provisions of the school's Bylaws and Articles of Incorporation.
  - d. Adhere to local, state and federal laws and regulations that apply to the school.
  - e. Ensure compliance with all federal state and local government regulations.
8. Recruit and orient new Board members and assess Board performance.
  - a. Define Board membership needs in terms of skill, experience and diversity.
  - b. Cultivate, check the credentials of and recruit prospective nominees.
  - c. Provide for new Board member orientation.
  - d. Conduct an annual evaluation of the full Board.

## **OFFICER JOB DESCRIPTIONS**

Some of the Board Officer responsibilities may be performed in an open Board meeting with a Board quorum or in a Board work session.

#### Board Chair

1. Works with the OPA Director and Board members to develop the agendas for Board of Directors meetings, and presides at these meetings.
2. In consultation with other Board officers, appoints volunteers to leadership positions, Board committees as determined necessary, and cultivates leadership succession.
3. Manages the development of the Board in order to help it work more effectively and efficiently.
  - a. Developing and maintaining an effective Board culture.
  - b. Developing an effective pipeline of future leaders of the Board.
4. Communicates effectively with and supports the Director in his/her job as manager of the school. In this capacity, focuses on ensuring that the Board governs rather than manages.
5. Works with any Board Committees and the Director to keep apprised of committee work and to ensure that committees have the resources needed to do their job. Works to ensure effective and efficient communications between the committees and the Board.
6. Ensure, or cause to be kept at a place as the Board directs, a book of the minutes of all meetings of the Board are kept and published in addition to, the corporation's Articles of Incorporation and Bylaws, with amendments, and the OPA Charter.
7. Ensure Board members participate in all required trainings.

#### Board Vice Chair

- In the Chair's absence, 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.
- Other such powers and such other duties as the Board may prescribe.

#### Board Treasurer

1. In collaboration with the OPA Administration and Business Manager:
  - a. Assist and advise in preparing an annual budget for the charter school.
  - b. Develop and annually revise a three-year financial forecast and develop long-range financial plans based on the forecast.
  - c. Review all non-budgeted expenditures
2. Review grant proposals when necessary.
3. Ensure the completion of an annual audit with submission to the Board.
4. Ensure a monthly report of financial results for the most recent current period is made to the Board.

#### Board Committees

- Committees shall be established by the Board as needed.
- Committee chairs shall be appointed by the Board Chair with Board Member input.

### 1.03.POL Board Job Descriptions

- Board members shall work with OPA Administration in committees as needed.

### Document History

Approved: 06/26/2013

Revised: 03/10/2022 *Revised to combine 1.03.POL and 1.04.POL and to reflect current Job Descriptions and Roles*

### Legal References