

**Green Woods Charter School Board of Trustees** is always seeking qualified candidates to serve on our Board or one of our committees. Staggered terms allow the Board to accept new Board members at the annual meeting in August, and a variety of both permanent and ad-hoc committees allows community members to provide input and generates many possible avenues for parents, teachers and community members to invest in the development, activities and governance of the school. Committees are chaired by a Board member, and can be comprised of parents of enrolled students, a staff member or educator that is an employee, and community members.

Green Woods Board members typically have professional experience in finance, operations, education, law, human resources, marketing, fundraising, science or engineering. Committee members might only have prior volunteer experience in these areas.

If you are interested in serving on the Board or a committee, please send an email expressing your interest in serving and in what capacity, and a copy of your resume or qualifications to: [board@greenwoodscharter.org](mailto:board@greenwoodscharter.org).

### **Board of Trustees Responsibilities:**

Each member is responsible for actively participating in the work of the Green Woods Charter School's Board of Trustees and the life of the school. Each member is expected to affirm and strive to fulfill the performance expectations outlined below. These expectations are to be clearly articulated prior to accepting a nomination or applying to a position on the Board of Trustees. In addition to the responsibilities below, individual members of the Board are expected to help each other fulfill the tasks outlined in the collective Job Description of the Board of Trustees, as well as fulfill the responsibilities outlined for each Committee.

#### **Specific Responsibilities:**

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of Green Woods Charter School.
2. Work with fellow board members to fulfill the obligations of board membership:
  - Make decisions adhering to legal obligations, fiscal responsibility, and the mission of the school
  - Ensure compliance and performance
  - Make and monitor the school budget
  - Make and adjust policy
  - Do strategic planning for the school as part of the team
3. Behave in ways that clearly contribute to the effective operations of the Board of Trustees:
  - Focus on the good of the organization and 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;
  - Adhere to all School policies;
  - Maintain in the strictest of confidence, all personnel and legal matters.
4. Regularly attend Board and Committee meetings. Prepare for these meetings by reviewing and bringing necessary materials to meetings. If unable to attend, notify the Board or Committee Chairperson.
5. Be prepared to contribute approximately 5--10 hours per month toward Board service including:
  - Attending Board of Trustees meetings (2-3 hours)
  - Reading materials and preparing for meetings (1 hour)
  - Acting as an officer, chairing or participating on a committee (1-2 hours)

- 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. Actively participate in one or more fundraising event(s) annually.

8. Use personal and professional contacts and expertise for the benefit of Green Woods Charter School.

***Additional information:***

School Board responsibilities are not the same as standard non-profit board responsibilities. Board members are public officials under the Pennsylvania Charter School Law and the Pennsylvania Ethics Act. Therefore, they must complete annual financial disclosures to the State Ethics Commission and are expected to follow all aspects of applicable Commonwealth law including and especially the Ethics Act.

**Committees & Committee Member Responsibilities:**

Each committee member is responsible for actively participating in the work of the Green Woods Charter School's Board committee upon which they sit and the life of the school. Each member is expected to affirm and strive to fulfill the performance expectations outlined below. These expectations are to be clearly articulated prior to accepting a position on a committee.

**Specific Responsibilities:**

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of Green Woods Charter School.

2. Work with fellow board committee members to fulfill the obligations of the committee as charged.

3. Behave in ways that clearly contribute to the effective operations of the committee:

- Focus on the good of the organization and not on a personal agenda;
- Support committee decisions once they are made;
- Participate in an honest appraisal of one's own performance and that of the committee;
- Build awareness of and vigilance towards governance matters rather than management;
- Adhere to all School policies;
- Maintain in the strictest of confidence, all personnel and legal matters.

4. Regularly attend Committee meetings. Prepare for these meetings by reviewing and bringing necessary materials to meetings. If unable to attend, notify the Committee Chairperson.

5. Be prepared to contribute approximately 3-6 hours per quarter toward committee service including:

- Attending committee meetings (2-3 hours)
- Reading materials and preparing for meetings (1 hour)
- Attending committee or other 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. Identify areas of need and/or concern and make recommendations to the Board of Trustees for addition to or modification of current policies or Bylaws.

8. Use personal and professional contacts and expertise for the benefit of Green Woods Charter School.