

# **St. George Academy**

## **Board Member Responsibilities & Code of Conduct**

**Position Title:** Member of the Board of Directors

**Length of Term:** Three years

**Reports To:** Entire Board of Directors

The board of directors and its members are legally and ethically responsible for all activities of the organization. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning.
2. Adopts an annual budget and provides fiscal oversight.
3. Recruits, orients, and develops board members.
4. Hires and evaluates the performance of the executive director and business manager.
5. Evaluates its performance and overall performance of the organization in achieving the mission.
6. Establishes policies for the effective management of the organization.
7. Set the vision, mission and goals for the school.
8. Adopt policies that give the administration direction to set priorities and achieve its goals including areas such as student placement and student discipline.
9. Hire and evaluate the director.
10. Adopt and oversee the annual budget.
11. Advocate on behalf of public education and the charter school program.

### **Responsibilities:**

- Understand and promote the organization's mission.
- Be familiar with the organization's programs, policies, and operations.
- Attend board orientation.
- Attend board meetings and appropriate committee meetings.
- Actively serve on at least one committee and offer to take on special assignments.
- Being prepared to discuss issues and business on the agenda.
- Review agenda and supporting documents prior to meetings.
- Participate in fundraising activities and special events.
- Ensure that decisions made by the board reflect independent thinking.

### **Code of Conduct:**

- Strictly adhere to conflict of interest policies and sign annual conflict disclosure.
- Conduct personal affairs in such a way as to avoid conflicts when possible.
- Maintain strict confidentiality of all confidential information presented or discussed.
- Put the interests of the organization above personal interest.
- Refrain from intruding on administrative issues that are the responsibility of management.
- Observe established lines of communication.
- Cooperating with and respecting the opinions of fellow Board Members.
- Conduct interactions with others in the organization with professional respect. Harassment or Discrimination of any kind is strictly forbidden. Harassment or discrimination claims including but not limited to sexual harassment are taken very seriously and will be investigated by a Board appointed Committee.

### **Time Demands (approximate):**

- Attend and actively participate in at least 75% of board meetings (12 monthly board meetings, approximately 2 hours in length (as scheduled), typically on the 2nd Thursday of the month).

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- Attend and actively participate in committee meetings and related work (1-3 hours per month as determined by the committee).
- Attend and actively participate in board trainings and attend board orientation.
- Attend special events such as fundraisers or recruiting events (2 fundraisers per year recommended).
- Meet with potential donors/funders to encourage funding the organization, answer questions, etc.

#### **Financial and Resource Development Expectations:**

- Sell tickets to fundraising events.
- Recruit sponsors, as needed.
- Identify and cultivate potential donors.

#### **Board Member Positions and Position Related Responsibilities**

##### President

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes.
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;
10. Administer the oath of office to new Board members; ,
11. Serve as or appoint the Board's official spokesperson to the media; and,
12. The President serves as St. George Academy Building Officer.

##### Secretary/Treasurer

1. Keep minutes for all Board meetings, make audio recording of meetings including the recording of closed Board meetings;
2. Email meeting notifications and agenda to members, administration and other individuals that require notification.
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them.
4. Publish required notices;
5. Sign official District documents requiring the Secretary's signature;
6. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting;
7. Secretary may delegate some or all of these duties, except when State law prohibits the delegation; and
8. Maintain official documents as directed by the Board.

##### Audit Committee

1. Overseeing the financial reporting and disclosure process.
2. Monitoring choice of accounting policies and principles.
3. Overseeing hiring, performance and independence of the external auditors.

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4. Oversight of regulatory compliance, ethics, and whistleblower hotlines.
5. Monitoring the internal control process.
6. Overseeing the performance of the internal audit function.
7. Discussing risk management policies and practices with management.

### Finance Committee

1. Ensure that accurate and complete financial records are maintained;
2. Monitor income and expenditures against projections;
3. Review and recommend financial policies to the board, including ensuring adequate internal controls and maintaining financial records in accordance with standard accounting practices;
4. Ensure that accurate, timely, and meaningful financial statements are prepared and presented to the board;
5. Present monthly financial statements to the board;
6. Oversee budget preparation and financial planning;
7. Propose for board approval a budget that reflects the organization's goals and board policies;
8. Ensure that the budget accurately reflects the needs, expenses, and revenue of the organization;
9. Safeguard the organization's assets;
10. Review proposed new funding for ongoing financial implications, recommending approval or disapproval to the board;
11. Ensure that the organization has the proper risk-management provisions in place;
12. Help the full board understand the organization's financial affairs;
13. Ensure that the board as a whole is well informed about the organization's finances;
14. Educate the board about financial matters;
15. Ensure compliance with federal, state, and other requirements related to the organization's finances;
16. Ensure that organization maintains adequate insurance coverage; and,
17. Ensure that the IRS forms, and employment and other taxes required by the government are filed completely, correctly, and on time.
18. The Finance Chair / CFO serves as the Board Treasurer.

### Governance Committee

1. Organize, schedule and direct board trainings;
2. Quarterly audit of public notice posting; and,
3. Other duties as assigned by the President.

### Academic Excellence

1. The Academic Committee is comprised of no fewer than two board members who meet as needed with the Executive Director to collaborate on the creation of academic metrics and evaluate how those metrics are being met.
2. The Academic Committee will also keep the board informed of the school's success in meeting those metrics.

### Public Relations Chair

1. Explores all means of promoting the school: advertising, radio, flyers, postcards, magazines, exhibits, activities with other schools, Best of Southern Utah, Jubilee of trees and Parade of Homes.
2. Research any possible new ways to further promote.
3. Maintains and develops relationships with media representatives.

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4. Evaluates social media presence: looks for any errors, new ways to market, and posts on social media to keep the schools presence updated.
5. Works with the PR Committee to evaluate what advertising, or promotion has been beneficial in increasing visibility and increasing the number of students, and any new venues to research.
6. Updates the board on status and results of each PR event or promotion, and any new avenues the PR Committee is researching.
7. Emphasize to the Board that every event offers the opportunity for visibility and promotion for the school.

#### General Board Member

1. Duties as assigned by the President; and,
2. All duties and responsibilities as described above.

To effectively govern and administer public education in a community, the school board and administration collaborate and partner to create and inspire excellence in the school. The administration is tasked with the day-to-day running of the schools, but the Board serves as both a champion and a watchdog, ensuring that policies, budgets, and personnel all align toward meeting the shared goals.

I understand and accept these responsibilities and agree to abide by codes of conduct as a member of the Board of Directors of St. George Academy.

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_