



## **Volunteer Board of Trustees Member**

*Northside Charter High School is looking for a **Volunteer Board of Trustees Member**. This position is reporting to the Chairperson, Board of Trustees ("Board").*

### **General Responsibilities:**

Each trustee is responsible for actively participating in the work of the Northside Charter High School ("NCHS" or the "School") Board of Trustees ("Board") and the life of the school. Each trustee is expected to affirm and strive to fulfill the performance expectations outlined below. These expectations are to be clearly articulated prior to nominating any candidate as a board member. The NCHS Board will nominate the candidate only after s/he has agreed to fulfill these expectations. In addition to the responsibilities below, individual trustees are expected to help each other fulfill the tasks outlined in the collective Job Description of the Board of Trustees.

### **Qualifications:**

- Endorsement and support for the charter and mission of NCHS.
- An understanding of NCHS as a nonprofit, public charter high school.
- An understanding that every member of the Board of Trustees serves the entire school and that their service on the Board does not constitute representation on any one constituency of the School.
- Ability to provide resources and expertise or experience in support of the School.
- Demonstrate the highest ethical standards and integrity in personal and public conduct.

### **Specific Responsibilities:**

- I. General
  - a. Support the School's mission, purposes, goals, policies, programs, services, strengths and needs.
  - b. Perform duties of Board membership responsibly.
  - c. Suggest possible nominees to the Board who are clearly people of achievement and distinction and who can contribute significantly to the work of the Board and the School's progress.
  - d. Avoid prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established policies and procedures.
  - e. Follow trends in the School's field of interest
  - f. Bring goodwill, candor and thoughtfulness to the Board's deliberations
- II. Meetings
  - a. Prepare for and participate in Board and Committee meetings, including appropriate organizational activities.
  - b. Ask timely and substantive questions at Board and Committee meetings consistent with your conscience and convictions while supporting the majority decision on issues resolved by the Board
  - c. Maintain confidentiality of the Board's executive sessions, and speak for the Board only when authorized to do so.
- III. Potential Conflicts
  - a. Serve the School as a whole rather than any special interest group or constituency, putting the interest of the School first.
  - b. Avoid even the appearance of a conflict of interest that might embarrass the Board or the School, and disclose any possible conflicts in a timely fashion.

- c. Protect the integrity of the Board and School by resigning from the Board in order to accept- or even be considered for- a position with the School, understanding that such action would eliminate the possibility of future service on the Board.
- IV. Fiduciary Responsibilities
  - a. Exercise prudence with the Board in the control and oversight of funds and assets.
  - b. Faithfully read and understand the School's financial statements and otherwise help the Board fulfill its fiduciary duties.
- V. Fundraising
  - a. Assist the Board and staff by implementing fundraising strategies through cooperation and personal influence with others (corporations, foundations, and individuals).

**APPLICATION PROCEDURES**

To apply, please send resume and letter of qualifications and interest to [karaffakaley@gmail.com](mailto:karaffakaley@gmail.com).