

Sample Board Prospectus

Proposed Charter School

MISSION & VISION

SCHOOL DESCRIPTION

ROLES & RESPONSIBILITIES OF TRUSTEES

Personal Involvement and Advocacy

- ***Personal Commitment and Involvement:*** Provide oversight, set policy, develop resources to fulfill the School's mission, and refrain from delegating to staff and engaging in daily management issues. Be informed about the mission, policies, and programs as well as developments in the field of education and charter school legislation.
- ***Board Commitment and Participation:*** Actively participate in monthly board meetings and committee work sessions by preparing for meetings, attending all meetings, and willing to chair or co-chair one committee. Ensure effective organizational planning by actively participating in the school's planning process and assist in implementing and monitoring the plan's goals.
- ***Advocacy and Support:*** Outreach and garner support by articulating the mission, accomplishments, and goals to the community. Increase the school's visibility by attending community events as a representative of the organization.

Leadership Development

- ***Board Recruitment:*** Identify strong candidates for the board who can make significant contributions to the work of the board and the organization. Actively participate in the recruitment and orientation of new board members, and the evaluation and assessment of board performance.
- ***Professional Development:*** Support the chief executive and school leadership to further the goals of the school. Assess the performance of the chief executive and school leadership in fulfilling the goals and mission of the school.

Financial Expectations

- ***Financial Oversight:*** Provide proper financial guidance by assisting with the development of the annual budget, internal financial controls, and external auditing processes. Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.



- **Annual Support:** Make a personal financial contribution to the organization at a level that is personally meaningful according to your own financial capacity.
- **Benefit and Special Events:** Contribute to the benefit and invite friends, neighbors, relatives, co-workers and others to share in School's growth and achievements. Actively participate in other special events for fundraising purposes.
- **Corporation & Foundation Networks:** Utilize contacts through a variety of networks to develop institutional support and diversify fundraising portfolio.
- **Planned Giving:** Aspire to make a planned gift to ensure the long term sustainability of the organization's work, e.g., bequest, life insurance, charitable trust, gift of stock, etc.

Legal Responsibilities

- **Duty of Care:** Exercise reasonable care when making a decision as a representative of the organization.
- **Duty of Loyalty:** Act in a way that is consistent with the mission and goals of the organization, and in the best interest of the school and its families.
- **Duty of Obedience:** Adhere to conflict of interest and confidentiality policies.

BOARD DEVELOPMENT

List areas of need