



# BARLOW PARK CHARTER SCHOOL

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## Charter School Council Job Description

Descriptions are adopted from BoardOnTrack, 2018.

### GENERAL RESPONSIBILITIES:

As a council member, you are responsible for ensuring that the academic program of Barlow Park Charter School is successful; that the organization's program and operations are faithful to the terms of its charter; and that Barlow Park Charter School is a viable organization.

### SPECIFIC RESPONSIBILITIES:

- 1. Determine the mission and purpose of Barlow Park Charter School and keep it clearly in focus.**
  - a. Create and periodically review the mission statement, which:
    - i. Serves as a guide to organizational planning, council and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
    - ii. Is used as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purpose.
  - b. Understand and support the mission statement.
- 2. Support the performance of the Principal.**
  - a. Provide frequent and constructive feedback.
  - b. Assist when council members overstep prerogatives or misunderstand their roles.
  - c. Compliment for exceptional accomplishments.
- 3. Ensure effective organizational planning.**
  - a. Approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and accountability plan.
- 4. Ensure adequate resources.**
  - a. Approve fundraising targets and goals.
  - b. Assist in carrying out the development plan.
- 5. Manage resources effectively.**
  - a. Approve the annual budget.
  - b. Monitor budget implementation through periodic financial reports.
  - c. Ensure the full board has the proper training to be effective stewards of public funding.
- 6. Determine, monitor and strengthen programs and services.**
  - a. Assure programs and services are consistent with the mission and the charter.
  - b. Approve measurable organizational outcomes.
  - c. Approve annual, attainable council goals.
  - d. Monitor progress in achieving the outcomes and goals.
  - e. Assess the quality of the program and services.
- 7. Enhance Barlow Park Charter School's public standing.**
  - a. Serve as ambassadors, advocates, and community representatives of the organization.
  - b. Ensure that no council member represents her/himself as speaking on behalf of the council unless specifically authorized to do so.
  - c. Provide for written annual report and public presentation that details Barlow Park Charter School's mission, programs, financial condition, and progress made toward charter promises.
  - d. Approve goals of an annual public relations program.



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**8. Ensure legal and ethical integrity and maintain accountability.**

- a. Establish policies to guide the organization's board members and staff.
- b. Adhere to the provisions of the organization's bylaws and articles of incorporation.
- c. Adhere to local, state, and federal laws and regulations that apply to the organization.
- d. Ensure compliance with all federal, state, and local government regulations.

**9. Recruit and orient new council members and assess board performance.**

- a. Define council membership needs in terms of skill, experience and diversity.
- b. Cultivate, check the credentials of, and recruit prospective nominees.
- c. Provide for new council member orientation.
- d. Conduct an annual evaluation of the full council and individual trustees.



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## **Charter School Council Job Descriptions for Council Officers**

### **Chair**

1. General Responsibilities
  - a. The Chair is the senior volunteer leader of the council and presides at all meetings of the council and other meetings as required. The Chair oversees implementation of council and organizational policies and ensures that appropriate administrative practices are established and maintained.
2. Specific Responsibilities
  - a. Oversees implementation of council and organizational policies and ensures that appropriate administrative practices are established and maintained.
  - b. Works with school principal, other council members, and committee chairs to develop the agendas for council meetings, and presides at these meetings.
  - c. Works with the council and ambassadors, in accordance with the bylaws and mission, to establish and maintain systems for
    - i. Planning the organization's human and financial resources and setting priorities for future development.
    - ii. Reviewing operational effectiveness and setting priorities for future development.
    - iii. Ensuring the legal and ethical standard.
    - iv. Developing and maintaining an effective council culture.
    - v. Developing an effective pipeline of future leaders of the council.
  - d. Manages the development of the council in order to help it work more effectively and efficiently.
  - e. Works with the council and principal to develop both immediate and long-term goals and expectations for the council that support the organizational priorities and governance concerns.
  - f. Communicates effectively with and supports the principal in her/his job as manager of the organization. In this capacity, focuses on ensuring that the council governs rather than manages.
  - g. Works to ensure effective communication between committees and the council.
  - h. Creates a safe environment for decision-making by inviting participation, encouraging varying points of view and stimulating a frank exchange of ideas in an effort to provide shared decision-making.



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- i. Communicates with the council effectively so that the council information system focuses on decision-making, stimulates participation and supports an appropriate balance of responsibility between the council and staff.
- j. Links with major stakeholders when it is agreed that the Chair is the most appropriate person to represent the organization at a key meeting, write an editorial for a newspaper, or thank a major donor.

### 3. Qualifications

- a. Commitment to and energy to support the organization and its values; an understanding of the organization's mission and goals, and the distinctions between governance and management.
- b. Strong leadership skills to inspire a shared vision for the organization and for the council's work.
- c. Strong shared vision with the principal about school mission and goals for student achievement.
- d. Strong facilitation and communication skills and an understanding of group process.
- e. Objectivity so that dialogue is productive and contributions are encouraged from all sides of an issue.
- f. Decisiveness in order to tackle and resolve difficult issues and to keep the business of the council moving.
- g. An ability and willingness to support, encourage and develop a strong, entrepreneurial principal.
- h. Strong organizational skills.

### 4. Indicators of Effectiveness

- a. Meets annual goals as identified and adopted by the council at the beginning of the leadership term.
- b. Is perceived by other council members as being fair, open to all points of view, decisive, and contributing to a culture that focuses on results.
- c. Is perceived by the principal as supporting and adding value to their work.
- d. Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

## **Vice Chair**

### 1. General Responsibilities

- a. The Vice Chair is the secondary volunteer leader of the charter school and as such, discharges the duties of the Chair as required in the Chair's absence. The Vice Chair supports the activities of the Chair including sharing responsibilities as appropriate.



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## 2. Specific Responsibilities

- a. In Chair's absence
  - i. Presides at meetings of the council
- b. Works with the Chair to assist in developing agendas for council meetings.
- c. Advises the Chair on appointing volunteers to key leadership positions, including positions as chair of committees and task forces.
- d. Assists the Chair by taking on responsibility as necessary for communication with committee chairs.
- e. Supports and challenges the Chair in all her/his responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
- f. Represents the council in the community, especially at events at which the Chair cannot attend.
- g. Other duties as delegated by the Chair.

## 3. Qualifications

- a. Commitment to and energy to support the organization and its values; an understanding of mission and goals, and the distinctions between governance and management.
- b. Strong leadership and collaborative skills to support the Chair and to offer alternative proposals in the interest of best serving the organization.
- c. Strong facilitation and communication skills and an understanding of group process.
- d. Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
- e. Decisiveness in order to tackle and resolve difficult issues and to keep the business of the council moving.
- f. Strong organizational skills.

## 4. Indicators of Effectiveness

- a. Meets annual goals as identified and adopted by the council at the beginning of the leadership term.
- b. Is perceived by other council members as being fair, open to all points of view, decisive, and contributing to a culture that focuses on results.
- c. Is perceived by the principal as supporting and adding value to their work.
- d. Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

## **Treasurer**

### 1. General Responsibilities



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- a. Provides direction for the financial management of the council and facilitates the council in meeting its financial oversight responsibilities.
2. Specific Responsibilities
  - a. Provides direction for the oversight of the organization's recordkeeping and accounting policies.
  - b. Ensures the presentation of timely and meaningful financial reports to the council.
  - c. Ensures the development of an annual budget and its submission to the council for its approval. Leads the monitoring of budget implementation.
  - d. Oversees development and council review of financial policies and procedures. Monitors the adherence to financial policies and procedures.
  - e. Develops and monitors any investment policies adopted by the council.
  - f. Ensures that assets are protected and invested according to board policy.
  - g. Leads the board in assuring compliance with federal, state, and other financial reporting requirements.
  - h. Presents the recommendations of the auditor to the council for their approval. Reviews the results of the audit, including the management letter, develops a plan for remediation, if necessary, and presents the results to the council.
  - i. Takes responsibility for designing an annual council education program so that all council members can effectively conduct oversight of the financial health of the organization.
3. Qualifications
  - a. The treasurer must display a commitment to the organization and its principles, mission and goals, and the distinctions between governance and management.
  - b. A strong understanding of the recordkeeping, accounting systems, financial reports and financial policies and procedures.
  - c. An ability to focus on both the short-term and long-term financial health of the organization
4. Indicators of Effectiveness
  - a. Meets annual goals as identified and adopted by the council at the beginning of the leadership term.
  - b. Is perceived by other council members as being transparent and efficient in delivering financial reports and as being aggressively protective of the integrity of the organization's fiscal management.
  - c. Is perceived by the principal as supporting and adding value to their work.
  - d. Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.



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1. General Responsibilities
  - a. Provides direction for the keeping of legal documents including minutes of all meetings of the governance council.
2. Specific Responsibilities
  - a. Certify and keep at the principal's office the original or copy of the bylaws as amended or otherwise altered to date.
  - b. Keep at the principal's office a book of minutes of all meetings of the council and committees. Minutes shall record the time and place of meeting, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting and the proceedings thereof.
  - c. Present for approval by the council copies of all minutes of meetings of the council.
  - d. Ensure that all notices are duly given in accordance with the provisions of the bylaws or as required by law.
  - e. In general, serves as the protocol officer of the council, ensuring that the keeping and posting of meeting minutes, meeting notifications, adherence to open meeting laws, and other procedural requirements are followed legally and ethically.
  - f. In general, perform all duties incident to the Office of the Clerk and such other duties as may be required by law, by the Articles of Incorporation or bylaws, or which may be assigned to him or her from time to time by the council.
3. Qualifications
  - a. A commitment to the organization and an understanding of the organization and its values, mission, and goals and the distinctions between governance and management.
  - b. An understanding of the required record keeping and the laws of the jurisdiction in which the council operates.
  - c. A capacity for attention to detail.
4. Indicators of Effectiveness
  - a. Meets annual goals as identified and adopted by the council at the beginning of the leadership term.
  - b. Is perceived by other council members as being an accurate and reasonable steward of the decision-making history of the council and as being ever mindful of the duties and requirements of public service.
  - c. Is perceived by the principal as supporting and adding value to their work.
  - d. Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.