

# Spero Academy Board Roles and Responsibilities

## **Board Officers:**

**Chair:** The Chair shall convene regularly scheduled Board meetings, and shall preside, or arrange for the Vice Chair to preside, at each meeting.

- Oversee board meetings.
- Conduct meetings in an orderly manner using some form of parliamentary procedure
- Serve as ex-officio member of all committees
- Work in partnership with the director to make sure board resolutions are carried out
- Call special meetings if necessary
- Appoint all committee chairs and, with the Governance Committee, recommend who will serve on committees
- Assist Director in preparing and finalizing the agenda for board meetings
- Oversee searches for a new executive
- Coordinate and conduct Director's annual performance evaluation
- Work with the appropriate committee to recruit new board members
- Act as an alternate spokesperson for the organization
- Periodically consult with board members on their roles and help them assess their performance
- Serve as the Board's official designee for signatures on all legal or required documents

**Vice-Chair:** The Vice-Chair shall chair a selected committee (s) as designated by the Chair

- Carry out special assignments as requested by the Board Chair
- Understand the responsibilities of the board chair and be able to perform these duties in the Chair's absence
- Participate as a vital part of the Board leadership
- Serve as back-up signatory to Chair on all legal or required documents

**Secretary:** The Secretary shall be responsible for keeping records of Board actions, including overseeing/taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

- Maintain all board records and ensure their accuracy and safety
- Review board minutes and sign board approved minutes
- Provide notice of meetings of the board and/or of a committee when such notice is required
- Post official board documents, including approved minutes to the website

- Sign school documentation requiring signature of the board clerk
- Gather and record board member individual registrations, documentations and disclosures
- Document and assure school compliance with annual certifications and assurances
- Verify and assure compliance with public access requirements for school of board policies, meetings and actions

**Treasurer:** The Treasurer shall make a report at each Board meeting. The Treasurer shall chair the Finance Committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public and provide oversight and review of all fiscal policies and procedures.

- Understand financial accounting for public school and/or nonprofit organizations
- Serve as financial officer of the organization and as chairperson of the finance committee
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the Director to ensure that appropriate financial reports are made available to the board on a timely basis
- Assist the Director in preparing the annual budget and presenting the budget to the board for approval
- Review the annual audit and answer board members' questions about the audit
- Serve as back-up signatory to Director on all legal and required documents

# SPERO ACADEMY COMMITTEES of the BOARD

## FUNCTIONS OF COMMITTEES

A board of directors needs a clearly defined structure of operations to accomplish its tasks. For the board to do its work effectively, it is not only necessary that members understand their responsibilities, but also that the board organizes itself to perform the necessary tasks effectively.

Through committees, work can be divided so that far more can be accomplished than if the entire board acted on all matters. Committees provide organizational structure and, at the same time, allow enough flexibility so the board can adapt quickly to the changing demands of the environment.

There are four primary functions that board committees serve. Committees:

- Divide up the work of Spero Academy
- Expedite the work by removing routine tasks from monthly board considerations
- Utilize the specific talents and knowledge of board members
- Permit broader participation by all board members.

While a committee's overall function is primarily advisory, it still has to make board recommendations, and in some cases, decisions.

Committee members meet apart from the entire board and work on recommendations to the board in the area assigned to them. The committee Chair reports its findings and conclusions for action by the entire board. If a committee is effective, and there is mutual respect among members of the board, then the committee's recommendations will carry considerable weight with the entire board. Board members may review and question some aspects of a committee's report; but, in general, recommendations of committees are accepted. Committees thus initiating many of the decisions are a well-functioning board.

For a committee to operate effectively, it needs:

- A specific commission so that it is aware of its responsibility and the limits of its authority
- A capable staff which can offer supplementary assistance when needed;
- An effective chairperson who:
  - Understands the decision-making process
  - Knows how to lead a group through that process
  - Consults with the Director and/or Board Chair regarding high priority and/or urgent items of business
  - Enables the committee to arrive at appropriate decisions.
- Responsible committee members who:

- Spend the time and effort necessary to be knowledgeable on the issues
- Understand how to contribute to a group's search for conclusions
- Know how to help a group evaluate the adequacy of available data
- Search for and evaluate alternative courses of action
- Make reasonable and thoughtful decisions or know when a matter requires additional input before a decision can be made.

**NOTE:** All Chairs bear the responsibility of scheduling regular meetings, making sure they are posted, providing advance agendas, ensuring minutes are taken, especially those that require action, reporting out to the Board at each regular meeting, and following up on all actions to make sure they are implemented appropriately.

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## **STANDING COMMITTEES**

### **Governance Chair and Committee:**

The Governance Chair will provide leadership in all areas of Board function/operation, including policy review, legislation, strategic planning and implementation, Board training, mentorship, self-evaluation, orientation, and assist the Chair with officer and committee selection. A candidate for Governance Chair will have experience in one or more of the following areas:

- Management supervision in an educational, corporate or nonprofit organization
- Organizational development
- Education policy, management, legislation or a related field
- Policy development
- Meeting management, parliamentary procedure, or experience/knowledge of board meeting protocol/procedure, etc.
- An understanding and prior experience with strategic planning and implementation

The Governance Chair will also provide leadership in all matters related to personnel and contracted services. The Chair will act as a resource and voice to the Board for staff and make regular reports to the Board regarding service contract negotiations, working conditions and other personnel issues. The Chair will also advise the Board Chair and facilitate the process regarding the annual evaluation and Professional Development Plan for the Director. A candidate for Human Resource/Personnel Committee Chair will have experience in one or more of the following areas:

- Educational, corporate, or institutional Human Resources
- Understanding of HR practices and responsibilities and the ability to communicate relevant information to the Board while respecting data privacy.
- This committee establishes policies and procedures regarding salaries, fringe benefits, hours, and working conditions that permit employment and retention of qualified staff and foster high productivity and quality of service.

***Committee Charge/Responsibilities:*** This committee is responsible for developing, in concert with the Director, and reviewing policy, monitoring federal and state legislation for impact on the organization, establishing Board protocol and procedures, providing leadership and direction for strategic planning and its implementation, oversight of creation of policy, by-laws, articles of incorporation, and procedures, and creating an environment that nurtures and educates Board members to enhance effective Board member participation and leadership.

**Finance Chair and Committee:**

The Treasurer will serve as the Finance Committee Chair and will provide leadership on all issues related to the finances of the organization. The Chair will coordinate and oversee the annual budget and monthly financials for review and presentation to the Board as well as represent the Board in regard to audit, credit and funding concerns. A candidate for Treasurer/Finance Chair will have experience in one or more of the following areas:

- Corporate, educational, nonprofit, institutional or similar areas of finance
- Understanding of monthly financial reporting and the ability to relate that information and act as a resource and reference for all board members.

***Committee Charge/Responsibilities:*** This committee considers the details of the budget, monitors financial condition and reports, approves of major purchases, etc. It arranges for the annual audit and ensures that the organization employs generally accepted accounting principles based upon uniform accounting procedures. It is also cognizant of and seeks out available funds.

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**Facilities Chair and Committee:**

The Operations Chair will provide leadership at all levels of facility, operations, and maintenance concerns. The Chair will provide support to the Board and staff regarding the daily needs of the facility as well as providing long range planning and coordination for the school in those areas. A candidate for Operations Committee Chair will have experience in one or more of the following areas:

- Building systems (mechanical, electrical, security, construction management, or construction services, etc.)
- Property management
- Facilities operations such as facilities management at the educational, healthcare, commercial or large residential level

***Committee Charge/Responsibilities:*** This committee negotiates use of space and grounds in leased space that is in the best interest of the school community, develops long range planning for future space needs, attends to the ongoing, daily environmental needs of the school population, and oversees the preparation of the lease aid application. The committee reports regularly to the Board and updates members on operational status, critical issues, and long-range possibilities.

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**Marketing Chair and Committee:**

The Marketing and Fund Development Chair will provide leadership in all areas related to organizational communications, branding, public relations and outreach to parent, community, and potential funders. A candidate for Marketing and Fund Development Chair will have experience in one or more of the following areas:

- Marketing and communications in educational, corporate, nonprofit or institutional organizations
- Multiple media outreach
- Fundraising in for profit or nonprofit organizations
- Community organizing, parent outreach, donor campaigns in any sector

***Committee Charge/Responsibilities:*** This committee assumes the primary responsibility for matters pertaining to financial support and the organization’s internal and external image. It is also responsible for the development, oversight, and support of a marketing plan for the school.

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**Accountability Chair and Committee:**

The Accountability Chair will provide leadership in areas related to program accountability and quality including assessment, curriculum and program structure. A candidate for the Accountability Chair will have experience in one or more of the following areas:

- General and/or Special Education
- Student assessment and data systems

***Committee Charge/Responsibilities:*** This committee will review and make recommendations on the evaluation and assessment policies and procedures, curriculum evaluation, and review and oversee the Creation and content of the annual report. The committee will regularly review student data reports and processes to assure program oversight in the accountability area it manages.