



Bridges Preparatory School

Board of Directors Job Description

General Responsibilities:

Responsible for ensuring that the academic programs of **Bridges Preparatory School (BPS)** are successful, that the organization's program and operation are faithful to the terms of its charter, and that the school is a viable organization.

Specific Responsibilities:

- 1. Determine the mission and purpose of BPS and keep it clearly in focus**
 - Create and periodically review the mission statement which:
 - Serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
 - Is used as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purposes.
 - Understand and support the mission statement.
- 2. Select the Head of School (HOS)**
 - Reach consensus on the HOS's job description.
 - Undertake a careful search process to find the most qualified individual.
 - Oversee and approve contract negotiation and renewal.
- 3. Support and review the performance of the HOS**
 - Provide frequent and constructive feedback.
 - Assist when board members overstep prerogatives or misunderstand their roles.
 - Compliment for exceptional accomplishments.
 - Provide for at least one annual written performance review(s) with a process agreed upon with the HOS well in advance.
- 4. Ensure effective organizational planning**
 - Approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and strategic plan and that ensures accountability.
- 5. Ensure adequate resources**
 - Approve fundraising targets and goals.
 - Assist in carrying out the development plan.
- 6. Manage resources effectively**
 - Approve the annual budget.

- Monitor budget implementation through periodic financial reports.
- Approve accounting and personnel policies.
- Provide for an independent annual audit by a qualified CPA.
- Ensure the full board has the proper training to be effective stewards of public funding.
- Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the organization.

7. Determine, monitor and strengthen programs and services

- Assure programs and services are consistent with the mission and the charter.
- Approve measurable organizational outcomes.
- Approve annual, attainable board and management level goals.
- Monitor progress in achieving the outcomes and goals.
- Assess the quality of programs and services.

8. Enhance BPS's public standing

- Serve as ambassadors, advocates and community representatives of the organization.
- Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.
- Provide for a written annual report and public presentation that details **BPS's** mission, programs, financial condition, and progress made towards charter promises.
- Approve goals of an annual public relations program.

9. Ensure legal and ethical integrity and maintain accountability

- Establish policies to guide the organization's board members and staff.
- Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
- Adhere to the provisions of the organization's bylaws and articles of incorporation.
- Adhere to local, state and federal laws and regulations that apply to the organization.
- Ensure compliance with all federal state and local government regulations.

10. Recruit and orient new board members and assess board performance

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