Full Board of Director Responsibilities

General Responsibilities:
Responsible for ensuring that the educational program of PCCS is successful, that the school’s program and operation are faithful to the terms of its charter, and that the school is a viable organization.

Specific Responsibilities:
A. Uphold and articulate the Mission and Vision Statements as defined in our Strategic Plan.
   - Periodically review the Mission and Vision Statements which:
     a) Serves as a guide to organizational planning, board and staff decision-making, PSO and other volunteer initiatives, and setting priorities among competing demands for resources.
     b) Is used as the vehicle for assessing program activities to ensure that the organization remains focused upon its original purposes.

B. Select the Executive Director
   - Clearly define the Executive Director's job description.
   - Undertake a careful search process to find the most qualified individual.
   - Oversee and approve contract negotiation and renewal.

C. Support and review the performance of the Executive Director
   - Provide frequent feedback with constructive intent.
   - Assist the Executive Director when Board members overstep prerogatives or misunderstand their roles.
   - Acknowledge exceptional accomplishments.
   - Provide an annual written performance review with a process agreed upon with the Executive Director.

D. Ensure effective organizational planning
   - Create a minimum three-year strategic plan consistent with our charter agreement.
   - Approve an annual organizational work plan that includes concrete, measurable goals consistent with the Strategic Plan.

E. Ensure adequate resources
   - Review and approve fundraising plan (targets and goals) annually.
   - Cultivate prospective donors (individuals, foundations, corporations and government).

F. Manage resources effectively
   - Approve the annual budget.
   - Approve accounting and personnel policies.
   - Provide for an independent annual audit by a qualified CPA.
   - Ensure effective risk management and adequate insurance is in force to cover students, staff, visitors, the Board and the school.

G. Monitor and strengthen the programs and services
   - Assure programs and services are consistent with the Mission and Vision Statements.
   - Approve an assessment plan and annually review the application of that plan.
Assess the quality of the program and services.

H. Work to enhance PCCS' relationships with those we serve
   ▪ Serve as a link with the school's staff, volunteers, members, constituents and clients.
   ▪ Serve as ambassadors, advocates and community representatives of the school.
   ▪ Ensure that no board member represents her/himself as speaking for the board unless specifically authorized to do so.
   ▪ Review and approve an annual Outreach program.

I. Ensure legal and ethical integrity and maintain accountability
   ▪ Establish policies to guide the school's board members and staff.
   ▪ Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
   ▪ Review personnel contracts to ensure due diligence.
   ▪ Adhere to the provisions of the school's bylaws and articles of incorporation.
   ▪ Adhere to local, state and federal laws and regulations that apply to the school.
   ▪ Ensure that reports required by federal, state and local governments are accurate, and then filed and made available in a timely manner.
   ▪ Protect the organization's staff, volunteers, and clients from harm or injury by ensuring compliance with occupational safety, health, labor and related regulations.
   ▪ Act in a professional, respectful, and ethical manner at all times.

J. Orient new board members and assess board performance
   ▪ Define board membership needs in terms of skill, experience and diversity.
   ▪ Cultivate and recruit prospective nominees to serve as Directors on the Board
   ▪ Provide for new board member orientation to the board and to the school.
   ▪ Provide for a written board self-assessment on at least an annual basis, and report back to the Board.

**Adoption Dates:**
Adopted September 2000
Revised and adopted September 23, 2008
Revised and Adopted December 2014