



**Board of Director's Policy  
Governance 200 Series**

**Policy # 200.2**

**Responsibilities of a Member of the Board of Directors**

The responsibilities of a Member of the Board of Directors include:

- A. Believe in and be an active ambassador of the Mission and Vision, of PCCS.
- B. Work with fellow board members to fulfill the obligations of Board membership.
- C. Behave in ways that clearly contribute to the effective operation of the Board of Directors:
  - Focus on the good of the organization and group, not on personal agendas,
  - Support Board decisions once they are made,
  - Participate in an honest appraisal of one's own performance and that of the Board,
  - Build awareness of and vigilance toward governance matters rather than management.
- D. Regularly attend Board and/or committee meetings to facilitate the work of the Board/Committee. If a Board member misses three consecutive or five total meetings in a year, the Board President will intervene.
- E. Notify the Board President, or Vice President, when a member will be unable to participate in a meeting or other Board function.
- F. Assume responsibility for the following when unable to attend a meeting or other Board activity:
  - Advise the Board President of his/her position on significant issues to be discussed at the meeting/activity,
  - Assume responsibility to learn what transpired at the missed meeting/activity,
  - Accept and support all decisions of the Board that were made at the meeting or activity.
- G. Prepare for all meetings and activities by reviewing background material made available to board members.
- H. Contact the Executive Director prior to a meeting when clarification or additional information may be needed.
- I. Keep informed about the school and its issues by reviewing materials, participating in discussions, attending functions at the School, and asking strategic questions.
- J. Actively participate in one or more school events annually.
- K. Use personal and professional contacts and expertise for the benefits of PCCS.
- L. Serve on at least one Committee of the Board of Directors:
  - Articulate his/her position and rationale on all major issues being deliberated by the Board Committee
  - Advise those who may hold a majority position on an issue what modifications would be necessary relative to their position in order to receive one's support when one holds a minority position on an issue.
  - Support all decisions of the committee after due deliberations unless a decision is unlawful, immoral and/or unethical.

- M. Inform the PCCS Board of Directors of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation.
- N. Annually sign and file a Statement of Economic Interest with the applicable county clerk through the office of the School Director.
- O. Take required training and receive Open Meetings Act certificate
- O. Sign and file with the Board a Confidentiality Agreement
- P. Abide by established Ground Rules for Board Conduct.

**Adoption Dates:**

Adopted October 25, 2006

Revised and adopted September 23, 2008

Revised and adopted December 2014