



Board of Director's Policy Governance 200 Series

Policy # 200.1

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