

Twin Cities German Immersion School

Board Director Position Description

The Board of Directors is the governing body of the Twin Cities German Immersion School (TCGIS), a public charter school and non-profit organization. The Board hires the organization's Executive Director, provides strategic direction, and monitors school operations and performance to ensure the school fulfills its mission and vision. The management of the school is the responsibility of the Executive Director and the administrative leadership team.

The all-volunteer Board is composed of TCGIS parents, TCGIS teachers, and community members. The TCGIS Board is a parent-majority board, and composition is consistent with MN statute. The term of an elected director is 3-years. Vacancies are filled by the Board and appointed directors serve for the remaining duration of the open term. New Directors take an oath of office committing to the moral and legal obligations of the role. TCGIS Board members are honored to serve the TCGIS community in this volunteer capacity.

In decision-making, leadership will follow several guiding principles as outlined by the Minnesota Department of Education: practicing service leadership, treating everyone with respect and dignity, maintaining integrity through all circumstances, asking how actions reinforce or remove structural inequity, promoting the common good over narrow special interests, being accessible, transparent and accountable, and including voices from communities who will be most impacted by decisions.

Duties of a TCGIS Board member include:

1. Fulfill the legal responsibilities as a fiduciary of the Twin Cities German Immersion School. Fiduciary responsibilities include the duty of care, duty of loyalty and duty of obedience and are described in MN law for nonprofit board members. [Reference document here.](#)
2. Attend regular meetings of Twin Cities German Immersion School board, which are each approximately three hours in duration. The board of directors meets twice a month at the Committee of the Whole and the Regular Board meetings, both public meetings. The monthly meetings occur 10 months of the year, with December and July excluded. Special board meetings or emergency board meetings may be called as needed. Be accessible for personal contact in between board meetings.
3. Provide leadership to board committees. Each board director is expected to serve as an active, ongoing member of at least two committees. This requires a number of meetings per year plus individual committee task completion time. Presently, committees include Finance & Facilities, Governance & Leadership Development, Fundraising, Communication & Outreach, and Diversity & Belonging. Other committees may be added, as specific needs are determined.
4. Committee chairs submit committee reports at least one week prior to scheduled board meetings to facilitate board preparation and comply with open meeting laws.
5. Responsibly review and act upon committee recommendations brought to the board for action.
6. Prepare in advance for decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the board.
7. Participate in the mid-year and annual board review of the Executive Director.

8. Participate in the annual School Director self-review process.
9. Participate in the annual board development and planning retreat.
10. Complete legally required board training.
11. In general, utilize personal and professional skills, relationships and knowledge for the advancement of Twin Cities German Immersion School.

I am aware that this board director position description is an expression of good faith and provides a common ground from which board directors can operate. I have read and understand the responsibilities of being a board director as outlined in the bylaws. I understand that if elected/appointed, the term I would fulfill ends in June 2027.

Board Director Applicant's Signature

Date

Application form begins on next page.

Twin Cities German Immersion School Board Application Form: *Community Member*

Complete this form and email it by no later than **June 23, 2024** to [Director Hartman](#).

Applicant information:

Name:	Date:
Email:	Phone:
Address:	

The information in this application will be publicly available, except that contact information will be redacted for inclusion in Board materials. In your responses below, please do not include names of or private information about students or staff.

1. Briefly introduce yourself and explain why you are interested in serving as a board director of Twin Cities German Immersion School. Please describe any connections or experience you have or have had with TCGIS.
2. Please describe any particular skills or experience that you would bring to the Board.
3. If you are familiar with TCGIS, what do you see as strengths of the school, and how can the Board ensure these strengths are fostered? If not familiar with TCGIS, what do you hope to accomplish or contribute as a member of the school board?
4. If you are familiar with TCGIS, what are two or three priorities for the Board in the short-term, and how do you see the Board addressing these in an effective way?
5. In your professional experience, what criteria do you use to make difficult decisions? How will you use these criteria when making decisions as a school board member?
6. Please describe your past experience with conflict resolution and consensus building and how you would apply that to your Board role.
7. Having reviewed the [charter](#) of each board committee, which 2 committees are you most interested in joining? We understand this may change over time.