



Board of Directors Application Announcement

Eno River Academy is governed by a Board of Directors (BoD) made up of six parents, one appointed greater-community member (non-ERA parent) and appointed senior administrators. Parent BoD seats are three year terms and community member seats are one year terms.

- The BoD is opening an application process for a vacated parent board seat that has a remaining term of February 1, 2024 to June 30, 2025 (seventeen months).

The application period is open from **Monday, December 4, 2023, through Friday, January 5, 2024**. The board plans to interview candidates on January 16, 2024 at the monthly BoD meeting, with a BoD vote to follow. Back-filling a vacant parent seat does not include a community election process.

The ERA Board of Directors provides overall governance for our school. The typical focus for the Board is on governance: defining and overseeing policies and procedures that support our school, ensuring that we are current and compliant with NCDPI requirements for charter schools and the ERA charter, overseeing the annual budget, and supporting, updating and overseeing the school's strategic plans. All of this is with the coordination and guidance offered by our administrative team, and it is not the intent or role of the BoD to be directly involved in the day-to-day operations of Eno River Academy.

The ERA BoD is most effective when collectively its members have a diverse skill set to offer in service to our school. **These skills include governance, academics, finance, development, human resources, and facilities.** We look for members who are committed to serving the mission of ERA, who are energetic and willing to have conversations and civil debates about issues that face our school, and who will consider and value the good of the school as a whole when discussing topics and making decisions.

Please review the information below, and if you are motivated to serve and help shape the future of ERA, we encourage you to apply.



ERA Board of Directors Application Packet

Included in this packet are three documents. They are as follows:

1. ERA Statement of Responsibilities for the Board of Directors
2. Job description for the Parent seat
3. ERA Board of Directors Application

Please review each document carefully. Any questions can be sent to David Nagel, Vice Chair, at dnagel@enoriveracademy.org.



ENO RIVER ACADEMY

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ENO RIVER ACADEMY BOARD MEMBER STATEMENT OF RESPONSIBILITIES

Responsibilities of a Board Member

As a board member of Eno River Academy, I am fully committed and dedicated to the mission of the school and I pledge to carry out this mission to the best of my abilities. I understand that my duties and responsibilities include the following:

- To know and effectively articulate the mission, purpose, goals, policies, and programs of Eno River Academy.
- To attend at least 85% of regular board meetings and respond to board communications in a timely fashion.
- To participate in at least one board committee as either an appointed liaison, general attendee or event volunteer.
- For board committee liaisons, to attend the committee meetings when scheduled. If an absence is known in advance, to coordinate possible attendance by a fellow Director to provide appropriate board resources to the committee.
- To commit time, thought, and effort to Eno River Academy.
- To participate in establishing, updating and upholding school policies and procedures.
- To accept responsibility for Eno River Academy's budgeting and financial accountability.
- To participate in the annual evaluation of Eno River Academy's Executive Director.
- To support and advise the Executive Director as appropriate.
- To participate actively in assessing the board's strategic goals and performance, and to participate in periodic evaluation of the board's completion of its goals and overall performance.
- To positively represent Eno River Academy to the community.
- To attend and support Eno River Academy fundraising and school events.
- To avoid conflicts of interest.
- To always exercise board powers and make board decisions in the interest of Eno River Academy, and not for the personal interest of yourself or others.
- To avoid all direct or indirect political campaign intervention (such as supporting or opposing candidates for public office) in the name of Eno River Academy and when using Eno River Academy assets.

K-8 Campus
1212 NC Hwy 57 North
Hillsborough, NC 27278

9-12 Campus
1100 NC Hwy 57 North
Hillsborough, NC 27278

Responsibilities of Eno River Academy to the Board Members

Eno River Academy agrees to provide each member of the board with the following:

1. Access to the governance documents of Eno River Academy
2. Ample notice of all board meetings
3. Minutes of all board meetings
4. Relevant information to conduct his or her job as a board member
5. To the extent allowed by law, indemnification from liability for a board member's reasonable and necessary actions
6. Board liability insurance coverage
7. Respect for his or her time
8. The use of his or her talent effectively

By signing below, I acknowledge that I have read and agree to the board member responsibilities listed above, and that I have been provided with either a hard copy or digital copy of the approved Board Member Job Descriptions relevant to my position, a Board Information Book, the By-laws, the Charter, and the Comprehensive Manual.

Signature of Board Member:

Date:

Signature of Board Chair:

Date:

Signature of Executive Director:

Date:

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ERA Board of Directors Parent Director

Member of the Eno River Academy Board of Directors
Elected for **3-year term** of service

General Responsibilities:

Assist in the governance of Eno River Academy and promote its values, vision and goals.
Adhere to all ERA Policies, Procedures and By-Laws. Support ERA in its mission and strategic plan.

Specific Responsibilities:

1. Regularly attend Board of Directors meetings and other related committee meetings.
2. Be familiar with the mission statement, by-laws, and policies and procedures.
3. Get to know Board and Committee members, thus facilitating a collegial working relationship that helps contribute to consensus.
4. Exercise duty of care, loyalty, and obedience while making legal, fiscal and ethical decisions on behalf of the Board. Maintain privacy of students, staff and families.
5. Review previous Board meeting minutes, financial statements and other materials as provided and come prepared to discuss current agenda items and reports.
6. Review evaluations, audits and fiscal budget items for approval. Contribute to planning for upcoming school year.
7. Attend all special activities of the Board, including meetings, training sessions, conferences and retreats.
8. Serve as Board Liaison or Chair for Finance Committee, School Improvement Team, Grievance or other task force teams as needed. (See Section 1.8 Committees for committee descriptions in ERA Comprehensive Manual).
9. Function as a goodwill ambassador and spokesperson for ERA and its programs.

Qualifications:

- A commitment to the school and an understanding of the school and its values, mission and goals and the distinctions between governance and management.
- A capacity for attention to detail.
- Willingness to become familiar with the ERA Comprehensive Policy Manual and ByLaws.

Indicators of Effectiveness:

- Meets goals as identified by the Board.
- Is perceived by other Board Members as being an accurate and reasonable steward of the decision-making history of the organization and as being ever mindful of the duties and requirements of public service.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.



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Board of Directors Application

Serving on a public charter school board is a position of public trust. As a board member of a North Carolina public charter school you are responsible for ensuring the quality of the school's entire program, competent stewardship of public funds, and the school's fulfillment of its public obligations and all terms of its charter.

As part of the application process the board requests that each prospective board member respond individually to this questionnaire.

Please send any questions and/or your completed application to David Nagel, Vice Chair, at dnagel@enoriveracademy.org.

Applicant Background (for administrative view only)

Full name:

Home Address:

Telephone No.:

E-mail address:

Names and grades of student(s) currently attending ERA if applicable:

☐ I am applying for the vacated Parent seat with seventeen month term of February 1, 2024 to June 30, 2025.

Name: _____

Application Questions

- 1. Describe your educational and employment history that can be an asset as a member on the board. Describe the specific knowledge, skill sets, and experience that you would bring to the board.**
- 2. List any school district, charter schools, non-public schools, other not-for profit corporation boards on which you currently or have previously served.**
- 3. Why do you wish to serve on the ERA Board of Directors?**
- 4. What is your understanding of the appropriate role of a public charter school board member?**
- 5. What is your understanding of the school's mission?**
- 6. What is your understanding of the school's educational program?**
- 7. What do you believe to be the characteristics of a successful school?**
- 8. Describe the role that you think the board should play in the school's operation.**
- 9. What specific steps do you think the ERA board of directors will need to take to ensure that the school sustains success?**
- 10. As an elected board member, how would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school as a whole?**

Name: _____

11. **Serving on the ERA Board of Directors will be a seventeen month commitment. The board meets once a month and meetings typically last approximately two hours. If needed, additional meetings may be scheduled during the month. Other responsibilities include attending an Annual Retreat, historically held on a Saturday from 9:00 a.m. to 1:00 p.m., as well as helping out with school wide events. Additionally, board members are called on to serve as committee liaisons and participate in those commitments. Would your schedule allow you to fulfill the above described responsibilities?**

Yes No

If no, please explain:

Applicant Certification Statement

I, _____, certify to the best of my knowledge and ability that the information I am providing to the Board of Directors as a prospective board member for Eno River Academy is true and correct in every respect.

Signature

Date