

HURRICANE VALLEY COMMONWEALTH

POLICIES AND PROCEDURES

LAST REVISED: July 2025

WHAT IS A POLICY?

Policies are guidelines for operating and managing the Commonwealth Community.

New policies may be added and old policies can be changed at any time to meet the needs of the Commonwealth. All policy changes must be presented, discussed and reviewed by either the Commonwealth Board or the Executive Board. Not every concern brought to the board becomes policy. When a concern is brought to the Board for counsel, the Chairman will make the final decision regarding any policy changes.

WHAT IS A PROCEDURE?

Procedures explain how a policy is implemented in the operation of the Commonwealth.

TERMS TO KNOW

Participant:	Any person in the commonwealth.
Scholar:	Youth participating in Practice or Apprentice scholar classes. Scholars must be 12 on the first day of class unless permission from the board is given. See scholar age requirements.
Pre-Scholar:	Youth between the ages of 10 and 13 who are participating in a pre-scholar class. Pre-Scholars must be 10 on the first day of class unless permission from the board is given.
Student:	Anyone in the junior commonwealth who is not involved in a scholar project.
Mentor:	The person who leads a particular class. They facilitate projects and individualize the learning experience according to scholar needs.

MEMBERSHIP

REQUIREMENTS FOR MEMBERSHIP

All adult members of the commonwealth must meet the following requirements BEFORE registration in the first semester of attendance.

A. Fill out a membership request online or interview with a member of the Executive Board
B. Review the Conduct of a Statesman with participating children. Submit a copy of the code of conduct signed by each participating member before the beginning of each school year (or upon enrollment for late enrollees).
C. Read and review the HVC Bylaws and Policies and Procedures every year.
D. Watch the newest LEMI training before the beginning of classes (the first year, and every other year after that)
E. Read the book "A Thomas Jefferson Education" before beginning classes for the first time.
F. Be in good financial standing with the Commonwealth. All previous fees must be paid before being eligible to register for Commonwealth.
G. Sign a Hold Harmless Agreement every year.
H. At least one parent/guardian from each family must maintain a position or responsibility within the commonwealth (mentoring a class and serving on a committee or board).
I. All adult members must complete safety training as outlined below.
J. If a parent does not complete at least 85% of the parent class during their first year of membership they will need to repeat the class their second year.

MEMBERSHIP IN GOOD STANDING

A. ACTIVE MEMBERS
    1. as defined by HVC Bylaws in **Article V -Members "are those who attended regularly the previous two semesters, completed all registration requirements and have attended a minimum of one parent training per semester."**
    2. It should be the goal of each family to achieve ACTIVE member status after two semesters of attendance. If any family has not achieved this after two semesters, the Parent Representative and Chairperson will be in contact with them to determine a way to help them gain active member status. If the family chooses to continue as an inactive member after two semesters, they will be under executive board review and may not be invited to re-enroll the following semester.
B. PROBATIONARY MEMBERS
    1. A probationary member is an active participant in HVC that has not yet completed all of the requirements for registration and active membership and/or they are working to achieve active membership status within the allotted time period.

SAFETY TRAINING

As a Commonwealth, we take seriously the responsibility to care for and protect our children and youth. Therefore, we require that all mentors and other adults involved with our commonwealth complete a youth safety course before participation.

This is a quick and easy process. There are a couple of options available online for this training.

- The Boy Scouts of America Youth Protection training: http://www.scouting.org/Training/YouthProtection.aspx
- Protecting Children and Youth training from the Church of Jesus Christ of Latter-Day Saints https://www.churchofjesuschrist.org/callings/church-safety-and-health/training-and-video-resources/youth-protection?lang=eng.

All adult participants will need to submit proof of training to a member of the Executive Board before the beginning of their first semester of association.

CONDUCT OF A STATESMAN

Participants of Hurricane Valley Commonwealth are expected to exhibit qualities of a Statesman. These are not limited to but include the following.

DRESS STANDARDS

Immodest clothing is any clothing that is tight, sheer, or revealing in any other manner.

Participants should avoid short shorts and short skirts, shirts that do not cover the stomach, and clothing that does not cover the shoulders or is low-cut in the front or the back.

Participants should be neat and clean and avoid being extreme or inappropriately casual in clothing, hairstyle, and behavior. "

These standards are for all participants during the Commonwealth day and during any Commonwealth activity.

RESPECTFUL LANGUAGE

Speak kindly and positively about others. Choose not to insult others or put them down, even in joking. Avoid gossip of any kind, and avoid speaking in anger. When you are tempted to say harsh or hurtful things, leave them unsaid.

Do not use profane, vulgar, or crude language or gestures, and do not tell jokes or stories about immoral actions.

RESPECT OTHERS PROPERTY, BELIEFS AND IDEAS

Statesmen and stateswomen always conduct themselves in a way that shows respect for themselves and others in their beliefs, ideas and person.

Inappropriate displays of affection are to be avoided. Personal space and boundaries are to be respected. Matters of concern will be brought to the attention of the parents as needed in this area. Ongoing matters of concern should be brought to the Parent Representative, who will bring them before the Board.

Individual behavior reflects on the Commonwealth and home school community as a whole. Attitudes, behaviors and actions should always be courteous and respectful.

COMMUNICATION

Communication between participants is vital to maintaining the integrity of the community. Solutions to problems and concerns that arise within the community should be resolved respectfully.

When misunderstandings take place within our community, calling one another out of concern and love for our children is the best way to resolve problems quickly. In times that mediation needs to take place, please follow these procedures:

- **If you or your child have a concern with a Mentor, please call the Mentor about the concern.**
- **If you or your child have a concern with another participant, please call their parents. Communicate respectfully the concern to them and strive to resolve the issue together.**
- **If your concerns are not being resolved in a timely manner, please contact the parent representative with the concern and a possible solution.**
- **If needed, contact the Chairman and discuss presenting the issue at the next board meeting.**

BEHAVIOR

As a participant of the Commonwealth, statesman-like behavior will be expected at all times. The Conduct of a Statesman is what every participant is striving to achieve (See Page 2). Each participant is responsible for his or her own actions and behavior. Parents are responsible for the instructing, guiding, and disciplining of their children at all times. Students are encouraged to learn to govern their behavior and build healthy relationships with their peers. It is expected that students will set good examples and conduct themselves in a way that will not embarrass, harm, or demean themselves, others, or property.

In the event that disciplinary action is required:

A. **For the first instance, a warning will be given.**
B. **If there is a second instance, the child will be escorted to the parent or the parent will be asked to come sit with the child.**
C. **If the issue persists, a meeting will occur between the parent and the parent representative (other involved parties may be invited as needed), and a plan will be**

As Participants of Hurricane Valley Commonwealth, it is expected that each student will contribute to the cleanliness and care of the building and any other area visited during school time.

Permission must be granted by a member of the Executive Board before using Commonwealth property.

ILLNESS

When a family has one or more sick children, the entire family will stay home for the week. However, Scholar and pre-scholar students may attend without their parent if they are not ill. Class mentors are responsible for their class even when they are absent. Substitutes are the responsibility of the mentor.

- **A. Sick symptoms include but are not limited to: diarrhea, vomiting, abdominal cramps, known or suspected communicable disease, excessive coughing, sore throat, fever (100 degrees F or higher) in the last 24 hours, or is generally not well enough to take part in activities. (Children must be symptom free for 24 hours without medication to attend.)**
- **B. Junior students need a parent attending with them at all times. Older siblings, grandparents, or other adults, are welcome to visit but do not qualify as a primary caregiver. Sick children may not come.**

COMMONWEALTH BUILDING

We are privileged to have use of the Virgin Town Hall each week. In order to retain this privilege, all participants of the HVC are expected to act respectfully and responsibly when they are on the grounds.

- **A. No running, rough housing or riding scooters, bikes, or skateboards in the building is permitted. No running or horseplay through the parking lot or around cars is allowed. The Commonwealth will not be responsible for any damage caused by students; parents of the student will assume the cost of any damages.**
- **B. Each class and participant is responsible to clean up after themselves thoroughly.**
- **C. Each family is required to help with the cleaning of the buildings.**
- **D. Mentors will use the last five minutes of class to facilitate the cleaning of classrooms including, but not limited to, floor swept/vacuumed, garbage emptied, door, windows, and mirrors cleaned, chairs and tables put away. Personal items should not be left in classrooms.**
- **E. Junior students should not be unaccompanied.**

enacted to have the parent accompany the child at all times during the school day.

- **D. If the behavior still continues, the child may be asked to withdraw from the Commonwealth for a minimum of one semester. Readmittance would require a meeting between the current Executive Board, the parent, and the child (and any others specifically involved in the situation), and would be subject to a decision by the board.**
- **E. In the case of physical aggression or bullying, no warning will be given. The child will immediately be brought to a parent.**

1. **Bullying is defined as any unwanted, aggressive behavior by an adult, a youth, or a group that is repeated or is likely to be repeated multiple times.**
2. **Verbal aggression includes- but is not limited to- name-calling, teasing, inappropriate sexual comments, taunting, threatening to cause harm.**
3. **Social aggression includes- but is not limited to- hurting someone's reputation or relationships, spreading rumors, leaving someone out on purpose, breaking up or manipulating friendships.**
4. **Physical aggression includes- but is not limited to- hitting, kicking, pinching, biting, spitting, tripping, pushing, or any other unwanted physical aggression. It also includes taking or breaking someone's possessions, making offensive or threatening hand gestures, or intimidation.**
5. **Bullying can happen in person, online, or in group settings.**

WEAPONS

A weapon is defined as "an instrument of attack, such as; a gun, knife, club or sword used to injure, defeat or destroy." All such instruments must be left at home.

- **A. If any student or scholar comes to Commonwealth with a weapon, the weapon will be confiscated. Parents will be asked to pick up the item.**
- **B. If a second infraction occurs, the matter will be taken to the board for review. Further action decided upon will be finalized by the Chairperson and may be handled by the parent representative.**
- **C. If weapons are to be used in class presentations: Permission must first be obtained from the class mentor. Parents need to be present and responsible for all weapons or other hazardous items. The items for show are to leave with the parent after the presentation has taken place, and other students may not handle them.**

	D. Prop weapons will be under the direction of the Class Mentors. Participants using these in a play and during rehearsals must have permission from their parents.

REGISTRATION, FEES AND FUNDRAISING

ADDING AND DROPPING CLASSES

All participants must register for their choice of classes each semester. A class may be added or dropped during the first three (3) weeks of the first semester and the first two (2) weeks of the second semester.

REGISTRATION & FEES

Family Fees are assessed each semester for the operation costs of the Commonwealth. Class fees are also assessed for needs of each class offered. Fees are due at the beginning of each semester.

A. If a class is dropped and no other class replaces the one dropped, a credit will be issued less any expense the mentor spent toward that student. If another class replaces the class dropped, monies will be transferred accordingly.

B. If a registered family or scholar leaves the Commonwealth within the determined period, class fees, less any expenses incurred, will be refunded. After the determined time, no refund will be given except in certain cases determined by the Chair and Treasurer.

C. Payments may be made throughout the semester for class fees. Arrangements must be made with the Treasurer. Fees must be paid in full by the end of the registered semester or registration will not be accepted for the following semester.

D. Family fees are non-refundable.

E. Any monies for class trips and/or rewards in excess of the class fee need to be presented and approved by the board before the classes begin. Approved budgets may be changed during extenuating circumstances, but must be reapproved by the Principle Mentor.

F. Any scholar whose family attends another commonwealth, but would like to join HVC scholar classes will pay a visitors fee of $50/semester. This fee includes insurance, building, and mentor training fees.

BUDGETS & REIMBURSEMENTS

Monies collected for fees are to be spent only for the operation of the Commonwealth. Mentors, board members and parents may turn in receipts to the treasurer, for items bought for Commonwealth classes or the running and maintenance of the Commonwealth, to be reimbursed.

A. Itemized receipts must be submitted to and approved by the Treasurer. A reimbursement check will then be issued.

B. Receipts may be turned in any time before, but not exceeding, Awards night, unless otherwise approved.

C. Class mentors will submit a class budget with their class proposal. Reimbursements for class expenses must not exceed the pre-approved budget.

D. Any tangible items that Commonwealth money is spent on will belong to the Commonwealth; such as, play props, costumes, sheet music, sports equipment, books etc. Unless otherwise approved.

LATE REGISTRATION

New families may join the Commonwealth provided there is room and with permission from the executive board.

A. Policy for guests of HVC - New families may visit classes for 1 week before registering. Parents are required to accompany the child(ren) and scholar(s) if they choose to preview a class.

B. New parents must attend an orientation meeting with an executive board member before registration.

C. Families who register after the first week of a semester have 1 week to add or drop classes and pay their fees. No refunds will be issued after the first week of registered attendance.

D. After the first 3 weeks of the semester, Scholars may only join a Scholar project with permission from the mentors of that class and the executive board.

E. Under extenuating circumstances, the Chairman may waive a portion of the fees or pro-rate them for a new family entering late in a semester. This will be done on a case by case basis and with approval by the executive board.

FUNDRAISING

Each year the Commonwealth may hold fundraising opportunities to help families with the costs of attending the Commonwealth. These funds may be used for, but are not limited to: Class/Project fees, approved books, and/or class trips, family fees, and training. The funds earned will be held in the commonwealth bank account until needed.

A. Balances may be carried over to the following semester or year. Funds may not be used for expenses not associated with the Commonwealth.

B. If a family leaves the Commonwealth for any reason and has not used all of their family fund account, it will revert back into the Commonwealth's general fund.

CLASS TIME, MATERIALS AND TRIPS

SCHEDULED CLASS TIME

Families who register in the Commonwealth commit to attend the classes they are registered for each week.

A. During class hours, participants may not leave the building without first notifying and getting permission from a parent or mentor.

B. All participants should be in their scheduled class. If they do not have a class, they are expected to quietly study or assist in the Junior classes.

C. When a scholar is through with classes for the day, they should be picked up on time unless other arrangements have been made with the Chair or Parent Representative.

D. The Hurricane Valley Commonwealth will not be responsible for a scholar who leaves the premises without permission.

E. Only registered participating scholars and families may attend the Commonwealth. All other visitors must have permission from the chairman before attending any classes, including junior classes..

F. Nobody is to be in the hallways during class time.

G. If a student chooses to not participate in class activities, they must remain in the classroom and sit quietly on the side. If a student is repeatedly disruptive in class, they will be taken to their parent for the remainder of the day.

H. **It is Mandatory for junior students to have a parent attending with them at all times.** Older siblings, grandparents, or other adults, are welcome to visit but do not qualify as a primary caregiver. Any child that is not scholar age is not allowed to visit. Parents will attend with their children for the duration of the commonwealth time. Violations of such includes but are not limited to-

- Dropping junior children off to attend alone.
- Leaving the building or premises and its attending areas while your children are inside during commonwealth hours of operation.

In the event that disciplinary action is required: Immediate dismissal of the whole family will take place.

CLASS MATERIALS

It is the responsibility of every family to provide the materials needed for their scholar, including class manuals, books, paper and writing

CLASS TRIPS

Parents are responsible for deciding to allow students to attend organized trips.

A. Parents will fill out one permission form per year per scholar and per class (Hard copy or online). This will be kept in a folder available for use on class trips. Permission forms (or a copy thereof) must accompany the field trip chaperones. If using vehicles, individual forms should be in the same vehicle as the child.

B. All field trip fees should be included in the class fee and should be planned, budgeted and approved by the Principle Mentor before the semester begins.

C. Most reward trip fees should also be included in the fee for the class. Reward trip fees where the required fee is outside of the budget of the class may be funded through fundraising efforts on the part of the student.

D. Parents may attend any of the class trips or class activities at their own expense and travel arrangements. However, in scholar projects, scholars must earn their reward trips in order to attend.

OVERNIGHT ACTIVITIES

A. It is permissible for mentors to plan overnight activities, so long as they serve a specific, worthwhile purpose. As with any activity in which their child might be involved, it is the parents' right and responsibility to decide whether their child will participate. ~~When overnight activities are planned, they must first be approved by the Board. If an overnight activity is planned for a practice scholar class, the mentor must submit a plan to the Principal~~ Mentors should be in communication with the parents during the planning of the activity, so as to address any possible concerns.

B. When holding an overnight activity, permission slips and Hold Harmless Agreements should be in place for each participating scholar, and should accompany the adult chaperones..

C. There must be a minimum of 2 adult chaperones for every 10 youth attendees, and an additional adult for every five after that. (1-10 youths=2 adults, 11-15 youths=3 adults, etc) Exceptions may be brought to the Executive Board for consideration.

D. Adult chaperones must practice " two deep" leadership at all times. Male and female youth must sleep in separate spaces. Male and female adults must also sleep in separate spaces, unless they are married to each other.

utensils. Class materials for Junior classes will be provided by the teachers from the Junior Class fees unless otherwise stated.

SENIOR COMMONWEALTH

SCHOLAR PROJECTS

Scholar Project Mentors may be any parent that has participated in the Commonwealth for at least 2 semesters. (Exceptions may be made under extreme circumstances and as approved by the board.) The executive board will decide who will mentor the Scholar projects.

A. All parents are welcome to submit a class proposal for a scholar project. The executive board will approve the scholar projects.

B. The only projects that do not need a proposal are LEMI approved projects. Mentors of LEMI scholar projects must attend a LEMI training prior to teaching a LEMI Project and will be held accountable for following the LEMI guidelines and curriculum for that project. (see Bylaws 7:1 for more information about training)

C. Scholar core classes are TJEd based and built around the LEMI philosophy leadership ladders with leadership education as the goal. Scholar electives are still TJEd based but do not need to follow the leadership education model. Scholars must be enrolled in a Scholar core project to be able to take elective classes, exceptions with board approval. A core project may be either enrollment in a LEMI scholar class or active participation in mentoring the Junior program with the approval of the board.

D. Mentors may bring their children to their class while mentoring as needed and approved by the Chairman. Mentor's children may attend Jr. Commonwealth if they have been registered. We cannot accept children who are not registered due to space limitations and liability. The Mentors are responsible for the activities of their children during their class time.

E. Drop-offs must be approved by the executive board, only for extenuating circumstances, and for a limited time period. Parents of the dropped-off scholar must be active members in good standing. In a given year there are only two drop-off slots available. Drop-offs are to be reviewed yearly by the executive board.

STUDENT MENTORS

Student Mentoring is a great opportunity for scholars to use their leadership skills and serve others.

A. Student Mentors will conduct themselves in a mature manner and uphold statesman-like conduct at all times. If they fail to act responsibly in this role they will be asked to withdraw from serving as a student mentor.

STUDENT COUNCIL

A Student Council may be elected from our Scholar Students each year. To be eligible for this council, Scholars must be 14 years or older and have completed at least one full year as a Scholar in Commonwealth. The student body elects their student council officers by vote.

The purpose of a Student Council is to:
1.Serve and set the example for their fellow students – inspiring, encouraging, and supporting them to become their best selves.
2. Act as a voice for the student body and represent the student body to the board.
3. Support the Commonwealth's mission.
4. Run Devotional each week
5.Plan activities that will build community and enrich the students experience

Scholars who wish to participate on the Student Council but do not meet said requirements, may be interviewed by the Student Council Mentor and then assist the council as needed. These scholars may not hold official student council positions but are invited to help plan and participate as the Student Council Mentor sees needed.

INTERVIEW QUESTIONS

Interview questions that may be asked to those interested in being part of the Council include:

What does the purpose of the Student Council mean to you?
What does having a leadership education mean to you?
What qualities does a true statesman have?
Define what a true friend is.
Define what popular means.
What does commitment mean to you?
What is your focus right now?
What does it mean to you to be a student council member?
What is your vision as a scholar in the commonwealth?
If you know your mission, will you share your thoughts about it?
What is it you really want to share with us right now?
Why do you want to be on the student council?
What purpose do you think the student council should serve?
What does the mission of the commonwealth mean to you?
Is there anything in your behavior that is contrary to The Conduct of a Statesman?
Do you feel that you are able to both be an example to and a representative for the students of the commonwealth?
What are your strengths?
What do you feel you have to offer the students of the Commonwealth?
How do you feel you can inspire your fellow scholars?
What inspires you?

B. In order to mentor a class, students need to have an adult involved in planning, preparing, and facilitating the class. A class proposal must be submitted and approved by the board.

C. Student mentors will attend LEMI training, if applicable, for the project they will be student mentoring in. To be a Student Mentor, a scholar must be enrolled in Quest or another board-approved advanced scholar project.

SENIOR COMMONWEALTH - (cont.)

STUDENT COUNCIL OFFICER POSITIONS AND ROLES

President:
Lead all meetings
Give assistance, guidance, and praise
Act as a facilitator during discussion
Maintain frequent contact with student council and HVC Board
Work with Student Council mentor on all planning
Participate in student council sponsored activities/events
Oversee and make assignments for devotional each week

Vice President:
Work closely with President
Assume President's duties when needed
Work with President and Treasurer in preparing calendar and budget
Assist the President in preparing meeting agendas

Treasurer:
Oversee council expenses and revenues
Maintain an accurate and detailed financial record
Give monetary advice to the council
Authorize payment/deposits
Work with President and Vice President in preparing calendar and budget

Activities Chair:
Keep student body informed of events, fundraisers, and service projects
Obtain approval for events
Responsible for communication between schools
Help maintain student council website

Recording Secretary:
Keep an account of minutes at every meeting
Help maintain student council files
Maintain contact information for people who work with the council

JUNIOR COMMONWEALTH

PURPOSE OF JUNIOR PROGRAM

The primary function of the Junior Commonwealth program is to function as a Scholar Project for parents. It is an opportunity for parents to develop their own scholar skills as well as improve their mentoring skills as they strive to implement TJEd principles in their home.

PARENT RESPONSIBILITIES

Parents attend with their children and will act as a Lead Mentor or Assistant Mentor in Junior classes each week. Parents mentoring Scholar Projects may be excused from attendance by coordinating with the Junior Director and Chairperson.

Junior Training Meetings will be held at least once a semester. All Junior parent participants are expected to attend.

PARENT SCHOLAR CLASS

A Parent Scholar Class will be held each week. This class will provide parents with a mentor led experience in their own Scholar Phase. There will be optional reading, writing and discussion activities each week.

A. All families must take the Foundations Class the first year they register for commonwealth classes.

B. If a child is not enrolled in Junior classes during this time, parents will need to make appropriate arrangements.

C. A minimal class fee will be assessed for class materials. Parents will be responsible to provide their own reading material.

CLASS STRUCTURE

Classes are grouped by Learning Phases (Core and Love of Learning).

A. For the safety of our children, two deep leadership is a must in every class. A scholar mentor can be counted as one of the leaders if needed, with board approval.

LEAD MENTORS

Junior lead mentors are responsible to plan and prepare activities and lessons that are appropriate for the age and learning phase of the class.

A. Mentors will coordinate, plan with, and give assignments to their assistants each week.

B. Lead mentors are responsible for holding a weekly debrief after class in which the lead and assistants discuss the class with the following questions in mind.

What went well today?
What did we do to prepare?
What did not go well?
What can we do better next week?
Make assignments for the following week.

C. As needed, lead mentors will send a brief email summary to the students' families each week including necessary details for the following week's class, OR check in with the Junior Director to debrief.

D. Lead mentors remain for one semester, or the Junior Director may make changes as necessary.

ASSISTANT MENTORS

Junior assistant mentors are present to assist the lead mentor each week in class.

A. Assistants are expected to be engaged in the classroom activities and participate the entire time. They are to help with lessons and activities; take children to the restroom as needed; help with classroom management; take out disruptive children; help with cleaning; and prepare lessons and activities as directed by the lead mentor. Visiting in the back and checking email on a phone are not acceptable during class.

B. Assistant mentors will be assigned by the Junior Director as needed. They will rotate as needed.

C. Each week assistants will participate in a debrief meeting with the lead mentor to discuss the class and plan for the following week.

D. If an assistant will be absent they are responsible for notifying their lead mentor as soon as possible so arrangements can be made for a substitute.

BOARD MEMBER RESPONSIBILITIES - See Bylaws; Article 3 & 4

CHAIRMAN RESPONSIBILITIES

1. Appoint non-elected officers to the Board of Administration.
2. Advise and provide vision at the Parent Meetings and Parent Trainings.
3. Network with parents, Vice Chair and Principal Mentor to find mentors each year.
4. Work closely with each officer, while respecting his or her stewardship.
5. Attend Board Meetings and present proposals for amendments or changes.
6. Facilitate the training of new board members.
7. Call board meetings whenever deemed necessary.
8. Consult with the Parent Representative and make final decisions regarding disciplinary actions regarding families, after consulting with the Board.
9. Consult with the Mentor Representative and make final decisions regarding disciplinary actions of Mentors, after consulting with the Board.
10. Deliver disciplinary decisions to the parents.
11. Maintain a checkbook with the treasurer.
12. Meet with the outgoing Chairman to receive training and a transfer of vision.
13. Mentor and train newly elected Chair for the following year.
14. Update all business licensing and registration documents annually.
15. Act as Principal of the Family School. Leading out in TJED principles and setting an example for all member families.
16. Maintain and share vision within the Commonwealth Community.

VICE CHAIRMAN

1. Call and Conduct Board Meetings.
2. Prepare agendas for these meetings.
3. Create the Commonwealth Class Schedule.
4. Network with Parents and coordinate with the Chairman, Jr. Director, and Principal Mentor to find mentors for core and extra-curricular scholar classes.
5. Counsel with and advise the Chairman on all matters pertaining to the needs of the Commonwealth.
6. Mentor and train the new Vice Chair for the following year.

JUNIOR DIRECTOR

1.Oversees all aspects of the Junior Program.
2. Attends board meetings and presents the needs of the Junior families and classes to the board.
3.Holds Junior Parent Training Meetings as needed.
4.Creates and implements the Junior Rotation Schedule and directs the daily events of the Junior program.
5. Assists with classes as needed.
6. Mentor and train the new Junior Director for the following year.

PARENT REPRESENTATIVE

1. Act as the “voice of the parents.” Get to know the parents and be aware of the needs they have.
2. Mentor a Parent Scholar class and provide one on one mentoring with parents as needed.
3. Plan, prepare, announce, and conduct Parent Meetings.
4. Attend board meetings and represent the parents.
5. Mentor and train the new parent representative for the following year.

SECRETARY/HISTORIAN

1.Record minutes of the board meetings and publish them for the Board members to review.
2.Types needed documents, forms and schedules as assigned.
3. Attends board meetings. Gives a report on minutes from the previous board meeting.
4. Maintains a current email and phone list of attending families.
5. Maintains current class attendance records, assisted by the mentors.
6. Assists with the registration and in maintaining current family records.
7. Notify parents of changes, agendas, meetings etc…
8. Updates and distributes new policies and procedures, calendars, registration packets and other important forms to members as assigned and approved by the board.
9. Mentor and train the new Secretary for the following year.

TREASURER

1.Collect fees from attending families
2. Make monthly payments (rent, insurance etc..).

PRINCIPAL MENTOR

1.Acts as a Mentor to the Mentors.
2. Ensures the quality of Scholar classes and Scholar Mentors.
3. Is responsible for the continued training and growth of the Scholar Mentors.
4. Oversees mentor trainings within the Commonwealth.
5. Assists in finding mentors for scholar classes.

3.Make reimbursements to teachers and mentors for expenditures for operation of the Commonwealth.
4. Apprise mentors of funds available for their classes when requested.
5. Attend board meetings at least once quarterly or as needed, and report to the board on the financial status of the Commonwealth.
6. Keep sound and orderly records of all financial and tax records for operation, business and filing taxes.
7. Mentor and train the new Treasurer for the following year.

BOARD MEMBER RESPONSIBILITIES (cont.)

STUDENT COUNCIL MENTOR

A Student Council Mentor may be appointed by the Chairman as needed to oversee a student council.

COMMONWEALTH BOARD MEETINGS

The Commonwealth Board typically meets the first Thursday of each month, to discuss Commonwealth business.

A. Parents are welcome to attend Board meetings, after contacting the Vice-Chair to schedule an appropriate time to attend.
B. If a parent has an item they would like to discuss with the Board, they will need to contact the Vice-Chair to have business added to the agenda.