



22-23 Time Commitment for Service

These time estimates are meant to help current and prospective board members and committee members understand the impact of service. Actual time requirements may vary significantly depending on circumstances and issues facing Ivy as a school. The Time Commitment for Service is based on time for (1) **meetings** of the governing board and its committees, (2) **preparation** for these meetings, and (2) State Charter School Commission-mandated **training**.

MEETINGS

Description	How Often	Time Required
Governing Board Meetings	12 times per year (once each month)	60 to 120 minutes each month
Governing Board Retreat and Board Annual Meeting	1 time each per year	120 to 240 minutes per meeting each year
Governing Board Special Called Meetings	As needed on a case by case basis	30 to 60 minutes as needed on a case by case basis
Governance Committee Meetings (members only)	12 times per year (once each month)	60 to 120 minutes each month
Academic Committee Meetings (members only)	6 times per year (every other month)	60 to 120 minutes every other month
Finance Committee Meetings (members only)	12 times per year (at the committee's discretion)	60 to 120 minutes each month
Resource Development and Institutional Advancement (RDIA) Sub-Committee Meetings (members only)	12 times per year (at the committee's discretion)	60 to 120 minutes each month

PREPARATION

Description	How Often	Time Required
Reviewing Governing Board Meeting Minutes , Agendas, and documents	12 times per year (once each month)	30 to 60 minutes each month

Reviewing Governing Board Retreat and Board Annual Meeting Agendas and documents	1 time each per year	60 to 120 minutes per meeting each year
Reviewing Committee Meetings Minutes, Agendas, and documents	12 times per year (once each month)	30 to 60 minutes each month
Checking Ivy email account	5 times a week (once a day)	3 to 15 minutes each day
Preparing Committee Meetings Agendas and documents (Committee Chairs only)	12 times per year per committee (once each month per committee)	30 to 60 minutes each month
Conducting Head of School Performance Review and Evaluation and Chief Financial Officer Performance Review and Evaluation	2 times each per year	120 to 240 minutes per leader each year

TRAINING

Description	How Often	Time Required
Receiving State Charter School Commission -mandated governance training	Ongoing each fiscal year	12 hours each year (including a minimum of three hours of sound fiscal management, one hour EACH of best practices on school governance; academic accountability for state charter schools; legal requirements of state charter schools; and Open Meetings Act and Open Records Act requirements).