Governance Committee Job Description

General Purpose

The governance committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for matters pertaining to Board of Directors recruitment, nominations, orientation, training, and evaluation in accordance with the bylaws of Lumen Public School as well as established policies and practices approved by the Board of Directors.

Appointments And Composition

1. Appointments of the chair and members of the Board governance committee shall be made annually by the Chair of the Board with the advice and consent of the Board in accordance with the Bylaws.
2. The chair of this committee shall be a member of the Board of Directors.
3. Other members of this committee shall be members of the Board of Directors.
4. Additional committee members may be appointed and need not be members of the Board of Directors.

Responsibilities

1. Analyze the skills and experience needed on the Board.
2. Create a short and long-term board recruitment strategy.
3. Work with Board Chair and ED on a succession plan for board officers.
4. Recruit members to serve as members of the Board and develop a slate of trustees for consideration by the membership at the annual meeting in accordance with selection/election procedures outlined in the bylaws.
5. Develop and review annually the procedures for Board recruitment.
6. Develop an orientation and training plan for new trustees.
7. Lead in the planning of an annual Board retreat and other deeper strategy sessions as needed.
8. Develop and revise a Board member handbook outlining the responsibilities of the Board and Board members, Board policies, and other relevant information.
9. Conduct board education as needed.
10. Create specific measurable board-level goals for the year as part of the full board planning process.
11. Regularly evaluate the effectiveness of board meetings and make recommendations for improvement to the chair and the full board as needed.
12. Annually coordinate an evaluation of the full board and individual trustees.
13. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.
14. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors.

Academic Excellence Job description

General Purpose
The Academic Excellence Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for working with the ED to define academic excellence, ensure that all board members know the charter promises that were made to the community and the authorizer and to devise clear and consistent measures to monitor these goals.

Appointments And Composition

1. Appointments of the chair and members of the Academic Excellence Committee shall be made annually by the chair of the Board with the advice and consent of the Board and the ED and in accordance with the bylaws.
2. The chair of this committee shall be a member of the Board of Directors.
3. Members of this committee shall be members of the Board of Directors, subject to the conditions stated in the bylaws. Additional committee members may be appointed and need not be members of the Board of Directors.

Responsibilities

It is important to note that this is a governance function, not a management function, and it is anticipated that the ED will have a great deal of input into the work and composition of this committee. The committee's main role is to assure that academic excellence is defined, and that the board approves annual goals to attain academic excellence.

1. Define and continue to refine what academic excellence means for our charter school.
2. Ensure that all board members understand the key charter promises we have made to our community and to our authorizer.
3. Work with the ED to devise clear and consistent ways to measure progress towards stated goals.
4. Work with the ED to set annual academic achievement goals, to be presented to and approved by the full board.
5. Work with the ED to share with the board annual successes, barriers to reaching academic excellence, and strategies to overcome these barriers.
6. Arrange for Board training on issues related to academic oversight and academic achievement, as needed.
7. Create specific measurable board-level goals for the year as part of the full board planning process.
8. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.
9. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors.

(Members of this committee do not need to have an academic background. In fact, our experience has shown that the best academic excellence committee members are those who are very analytical, are great at digesting data and asking good questions and DO NOT have an academic background.)

ED Support and Evaluation Committee Job Description

General Purpose

The ED Support and Evaluation Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for developing and implementing a year-round process to strengthen the board's support, evaluation, and partnership with Lumen Public School's ED.

Appointments And Composition

1. Appointments of the chair and members of the committee shall be made annually by the chair of the board with the advice and consent of the board in accordance with the bylaws.

2. The chair of this committee shall be a member of the Board of Directors.

3. Members of this committee shall be members of the Board of Directors, subject to the conditions stated in the bylaws.

4. It is anticipated that the committee will be primarily comprised of the primary committee chairs and/or other officers of the board.

Responsibilities

1. Develop an annual timeline to support and evaluate the ED, and have this timeline approved by the full board.
2. Annually review and revise as necessary the ED's job description.
3. Establish a process for the ED to develop, share, and receive board approval of a set of annual organizational goals.
4. In partnership with the ED, establish a clear and consistent way for the ED to report to the full board regularly on progress towards the board-approved annual goals.
5. Annually create a survey instrument and process to conduct two structured check-ins between the full board and the ED. It is anticipated that these will occur in November and March and will involve the ED completing a self-evaluation and surveying the full board.
6. Annually implement a comprehensive ED evaluation that includes a ED self-evaluation, input from the full board, and anonymous input from the ED's direct reports.
7. Annually prepare or revise the ED's contract as necessary.
8. Annually recommend ED compensation adjustments to the full board, as appropriate.
9. Create specific, measurable, board-level goals for the year as part of the full board planning process.
10. Report to the Board of Directors at regular meetings of the board in a manner determined by the board.
11. Annually evaluate its work as a committee and the objectives it has committed itself to, and report on the same to the Board of Directors.

Finance Committee Job Description

General Purpose

The finance committee is commissioned by and responsible to the Board of Directors. It has the responsibility for working with the ED and Chief Financial Officer (CFO) to create the upcoming fiscal year budget; presenting budget recommendations to the Board; monitoring implementation of the approved budget on a regular basis and recommending proposed budget revisions; recommending to the Board appropriate policies for the management of the charter school's assets. The finance committee shall be assisted by the ED and CFO.

Appointments And Composition

1. The members of the finance committee shall be the treasurer of the Board who shall serve as chair, the Chair who shall serve as an ex-officio member, together with other trustees appointed by the Chair with the advice and consent of the Board in accordance with the bylaws.
2. Both the ED and the CFO will be members of the finance committee.
3. Additional committee members may be appointed and need not be members of the Board of Directors.

Responsibilities

1. Prepare an annual budget for Lumen Public School in collaboration with the ED and CFO.
2. Also in collaboration with the ED and CFO, develop and annually revise a five-year financial forecast and develop long-range financial plans based on the forecast.
3. Arrange for an annual audit to be provided to the Board of Directors.
4. Provide oversight of the procurement process.
5. Review monthly financial statements and variances from budget, and recommend action to the Board, as appropriate.
6. Create specific measurable board-level goals for the year as part of the full board planning process.
7. Develop and implement a board-level training program to ensure that all trustees (especially those without a financial background) can be effective stewards of Lumen Public School's financial resources.
8. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.
9. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors.

Development Committee Job Description

General Purpose

The development committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for raising non-grant funds to support Lumen Public School's mission.

Appointments And Composition

1. Appointments of the chair and members of the development committee shall be made annually by the Chair of the Board with the advice and consent of the Board in accordance with the bylaws.
2. The chair of this committee shall be a member of the Board of Directors.
3. Members of this committee shall be members of the Board of Directors, subject to the conditions stated in the bylaws. Additional committee members may be appointed and need not be members of the Board of Directors.

Responsibilities

1. Develop annual and multi-year fundraising plans that will generate the funds needed to meet the non-public and non-grant fundraising goal.
2. Coordinate the implementation of the fundraising plan with fundraising efforts by senior staff, parents, and other volunteers.
3. Develop the necessary sub-committee systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan; supervise the functions of the sub-committees
4. Develop a plan for involving all Board trustees in the non-grant resource development activities of Lumen Public School.
5. Arrange for Board training on development issues, as needed.
6. Create specific measurable board-level goals for the year as part of the full board planning process.
7. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.
8. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors.

Board Officer Job Descriptions:

Secretary

Supports:

The Board of Directors, Governance Committee, Board Chair and ED.

Term of Office:

One year; renewable for three consecutive years.

General Responsibilities:

Works with the board chair, governance committee and Ed to creates Board Agendas, material and PowerPoints. Takes notes during monthly board meetings. Acts as a liaison for board communication and coordination.

Specific Responsibilities:

1. Certify and keep at the principal office of the corporation the original, or a copy of the by-laws as amended or otherwise altered to date.
2. Present for approval by the Board copies of all minutes of meetings of the board.
3. Ensure that all notices are duly given in accordance with the provisions of the by-laws or as required by law.
4. In general, serves as the protocol officer of the board, ensuring that the keeping and posting of meeting minutes, meeting notifications, adherence to open meeting laws, and other procedural requirements are followed legally and ethically.
5. In general, perform all duties incident to the Office of the Clerk and such other duties as may be required by law, by the Articles of Incorporation or by-laws, or which may be assigned to him or her from time to time by the Board of Directors.
6. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.

Qualifications:

1. A commitment to Lumen Public School and an understanding of Lumen Public School and its values, mission and goals and the distinctions between governance and management.
2. An understanding of the required record keeping and the laws of the jurisdiction (city, state) in which Lumen Public School operates.
3. A capacity for attention to detail.

Indicators of effectiveness:

1. Meets annual goals as identified and adopted by the board at the beginning of the leadership term.

2. Is perceived by other board members as being an accurate and reasonable steward of the decision-making history of Lumen Public School and as being ever mindful of the duties and requirements of public service.
3. Is perceived by the ED as supporting and adding value to their work.

Board Chair

Supports:

Lumen ED

Term of Office:

One year; renewable for three consecutive years with the approval of a majority vote of the board.

General Responsibilities:

The chair is the senior volunteer leader of Lumen Public School who presides at all meetings of the Board of Directors and other meetings as required. The Chair is an ex officio member of all committees of Lumen Public School. The Board Chair oversees the implementation of board and organizational policies and ensures that appropriate administrative practices are established and maintained.

Specific Responsibilities:

1. Works with the ED, other board officers, and committee chairs to develop the agendas for Board of Directors meetings and presides at these meetings.
2. In consultation with other board officers, appoints volunteers to key leadership positions, including positions as chair of board committees and task forces, and cultivates leadership succession.
3. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
4. Works with the Board of Directors and paid and volunteer leadership, in accordance with Lumen Public School's bylaws and mission, to establish and maintain systems for:

- Reviewing operational effectiveness and setting priorities for future development.
- Hiring and evaluating the ED
- Developing and maintaining an effective board culture
- Developing an effective pipeline of future leaders of the board

🎬 In conjunction with the Governance Committee, manages the development of the Board in order to help it work more effectively and efficiently.
🎬 Works with the ED and other board officers to develop both immediate and long-term goals and expectations for the board that support organizational priorities and governance concerns.
🎬 Communicates effectively with and supports the ED in her job as manager of Lumen Public School. In this capacity, focuses on ensuring that the board governs rather than manages.

🎬 Works with the Committee Chairs and the ED to keep apprised of committee work and to ensure that committees have the resources needed to do their job. Also, works to ensure effective and efficient communication between the committees and the Board.
🎬 Creates a safe environment for decision-making by inviting participation, encouraging varying points of view, and stimulating a frank exchange of ideas in an effort to provide shared decision-making.
🎬 Communicates with the Board effectively so the board information system focuses on decision-making, stimulates participation and supports an appropriate balance of responsibility between board and staff.
🎬 Links with major stakeholders when it is agreed that the Chair is the most appropriate person to represent Lumen Public School at a key meeting.

Qualifications:

1. Commitment to and energy to support Lumen Public School and its values; an understanding of Lumen Public School's mission and goals, and the distinctions between governance and management.
2. Strong leadership skills to inspire a shared vision for Lumen Public School and for the Board's work. Stimulated by a commitment to the mission, the Chair should guide the Board toward articulating and committing to a commonly held perception of the future of Lumen Public School.
3. Strong network of relationships within the greater community to leverage resources for Lumen Public School.
4. Strong shared vision with ED about school mission and goals for student achievement.
5. Strong facilitation and communication skills and an understanding of group process.
6. Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
7. Decisiveness in order to tackle and resolve difficult issues and to keep the business of the Board moving.
8. An ability and willingness to support, encourage and develop a strong, entrepreneurial ED.
9. Strong organizational skills.

Indicators of effectiveness:

1. Meets annual goals as identified and adopted at the beginning of the leadership term, including specific goals for development.
2. Is perceived by other board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on results.
3. Is perceived by the ED as supporting and adding value to their work.

<u>Board Vice Chair</u>

Supports:

The Chair

Term of Office:

One year; renewable for three consecutive years with the approval of a majority vote of the board.

General Responsibilities:

The Vice Chair is the secondary volunteer leader of the charter school and as such, discharges the duties of the Chair as required in the Chair's absence. The Vice Chair supports the activities of the Chair including sharing responsibilities as appropriate.

Specific Responsibilities:

1. In Chair's absence:

- Presides at meetings of Board of Directors
- Serves as ex officio member of standing committees

🎬 Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
🎬 Works with the Chair to assist in developing the agendas for Board of Directors meetings.
🎬 Advises the Chair on appointing volunteers to key leadership positions, including positions as chair of board committees and task forces.
🎬 Assists the Chair by taking on responsibility as necessary for communication with Committee Chairs.
🎬 Supports and challenges the Chair in all his/her responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
🎬 Represents the board in the community, especially at events at which the chair cannot attend.
🎬 Other duties as delegated by the Chair.

Qualifications:

1. Commitment to and energy to support Lumen Public School and its values; an understanding of mission and goals, and the distinctions between governance and management.
2. Strong leadership and collaborative skills to support the Chair and to offer alternative proposals in the interest of best serving Lumen Public School.
3. Strong facilitation and communication skills and an understanding of group process.
4. Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
5. Decisiveness in order to tackle and resolve difficult issues and to keep the business of the board moving.
6. Strong organizational skills.

Indicators of effectiveness:

1. Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
2. Is perceived by other board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on results and student achievement.
3. Is perceived by the ED as supporting and adding value to their work.

Board Treasurer

Reports to:

The Chair and the Board of Directors

Supports:

ED, Finance Director, accountant or bookkeeper, and auditors as necessary.

Term of Office:

One year; renewable for three consecutive years.

General Responsibilities:

Provides direction for the financial management of Lumen Public School and facilitates the board in meeting its financial oversight responsibilities.

Specific Responsibilities:

1. Lead role on the Finance Committee.
2. Provides direction for the oversight of Lumen Public School's record keeping and accounting policies.
3. Ensures the presentation of timely and meaningful financial reports to the board.
4. Ensures the development of an annual budget and its submission to the Board for its approval. Leads the monitoring of budget implementation.
5. Oversees development and board review of financial policies and procedures. With the Finance Committee, monitors the adherence to financial policies and procedures adopted by the Board.
6. Develops and monitors any investment policies adopted by the Board.
7. Ensures that assets are protected and invested according to board policy.
8. Leads the board in assuring compliance with federal, state and other financial reporting requirements.
9. Presents the recommendation of the auditor to the Board for their approval. With the Finance Committee reviews the results of the audit including the management letter, develops a plan for remediation, if necessary, and presents the results to the Board.

Qualifications:

1. The treasurer must display a commitment to Lumen Public School and its principles, mission and goals, and the distinctions between governance and management.
2. A strong understanding of WA state education finance, the record keeping, accounting systems, financial reports and financial policies and procedures.
3. An ability to focus on both the short-term and long-term financial health of Lumen Public School.

Indicators of effectiveness:

1. Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
2. Is perceived by other board members as being transparent and efficient in delivering financial reports and as being aggressively protective of the integrity of Lumen Public School's fiscal management.
3. Is perceived by the ED as supporting and adding value to their work.