



Aurora Waldorf School Mission Statement

*Providing a place where children love to learn,
educating children for all aspects of life,
and fostering capacities within to become successful,
self-assured adults who contribute to a better world.*

Trustee Job Description

Aurora Waldorf School (AWS) is governed by a Board of Trustees (BoT) consisting of no fewer than 8 and no more than 12 members with 3-year terms commencing each July. The BoT meets monthly and typically holds approximately two additional special meetings during the school year. The monthly meetings are currently hybrid or Zoom meetings, 5:30-7:30 pm, generally on the second Tuesday of each month.

Inclusivity and diversity are core values at AWS, and we celebrate them. We are committed to the active practice of diversity, equity, and inclusivity principles in our curriculum, enrollment, community, and festival life. We are actively anti-racist in our approach to pedagogy, policies, decisions, and structure. We believe that diversity enriches our learning and work environments by exposing us to a broad range of ways to understand the world, identify challenges, and discover and deliver solutions, thereby allowing our entire community to thrive. Individuals from groups under-represented in our community are encouraged to apply.

Expectations

1. Be informed about the organization's mission, goals, policies, and services.
2. Be well prepared for all board and committee meetings by reviewing the agenda and any supporting materials provided to you prior to the meeting.
3. Be respectful and open to the potentially conflicting opinions and points of view of your fellow trustees.
4. Actively participate in all board meetings, discussions, and events.
5. Execute your duties of care, loyalty, and confidentiality, and obedience as described in the Office of the NYS Attorney General Charities Bureau publication [Right from the Start-Responsibilities of Directors and officers of Not-for-Profit Corporations.](#)
 - a. **Duty of Care** - A trustee or board member must act in good faith and exercise the degree of diligence, care, and skill that an ordinary prudent individual would use under similar circumstances in a like position.
 - b. **Duty of Loyalty/Conflicts of Interest** - Trustees/board members owe allegiance to the institution and must act in good faith with the organization's best interest. The conduct of a trustee/board member must, at all times, further the institution's goals and not the member's personal or business interest. A trustee/board member should avoid even the appearance of impropriety. Acts of self-dealing constitute a breach of fiduciary responsibility that could result in personal liability and removal from the board.

- c. ***Duty of Obedience*** - A trustee/board member has a responsibility to ensure that the institution's resources are dedicated to fulfilling its mission. The member also has a duty to ensure that the institution complies with all applicable laws and does not engage in any unauthorized activities.

Responsibilities

1. Participate in at least one committee or task group.
2. Make an annual donation to the organization at a level commensurate with your resources.
3. Fulfill your fiduciary responsibilities, including reading, understanding, and monitoring the financial statements and audit reports provided to you.
4. Speak positively on behalf of the organization to the community.
5. Contribute to the organization's fundraising efforts by providing and cultivating prospects, with guidance from the Development Committee.
6. Adhere to the organization's confidentiality and conflict of interest policies and code of ethics.

Restrictions

1. Do not make special requests of the staff without the prior express permission of the School Leadership or full board.
2. Do not act independently of the board without the prior express permission of the full board. Publicly support all decisions made by the full board, even if decisions conflict with your opinion and/or vote.

Trustee Qualifications

1. Demonstrated commitment to the mission of Aurora Waldorf School.
2. Genuine interest in the impulse of Waldorf education and a desire to study and deepen your understanding of its roots and origins.
3. Respect for the underlying philosophy and the Faculty's role in holding the school's pedagogical work.
4. Be an active participant in the AWS community.
5. Be willing and able to play a leadership role in at least one Board committee including recruiting committee members who possess the potential to become board members.
6. Be able and willing to contribute legal, organizational, financial, business, marketing, strategic planning, community development, and other expertise required by the Board.
7. Be willing to exercise discretion and confidentiality in sensitive matters concerning the board's activities, decisions, and discussions.