



NOCCS Board of Directors – Roles and Expectations

Defining the Work of the Board

The Board of Directors is responsible for ensuring that the school remains faithful to its mission, financially viable, and true to the terms of its charter. The Board of Directors is made up of a diverse group of individuals that collectively possess expertise in critical areas of charter school governance, including finance, legal, education, fundraising, community outreach, marketing, and charter school operations.

The collective and individual roles of Board members include:

- Holding the organization accountable to its charter and federal, state, and local law
- Setting long-range organizational goals and developing strategic plans to meet them
- Reviewing and approving the school's operational budget
- Hiring and evaluating the Head of School
- Reviewing, negotiating, and approving major contracts on behalf of the school
- Providing expertise and professional advice in areas such as law, accounting, business, finance, marketing, publicity, and educational programming
- Fundraising for capital and operating expenses as well as soliciting in-kind contributions
- Promoting the school in the local community and to the important stakeholders involved in K-12 education in Oakland
- Recruiting and electing new Board members if a seat becomes vacant or the need is recognized for additional expertise

The Board is a governing body, and day-to-day management responsibilities of the school shall be delegated by the Board to reside solely with the Head of School and the leadership team that he or she hires. The Board of Directors maintains active and effective control of the school primarily in their relationship with the Head of School who report to the Board. Along with an effective reporting structure and attendance at regularly scheduled meetings, the Board sets in place evaluative measures that gauge the effectiveness of the Head of School as well as the educational programs of the school. Further, the Board establishes a committee to recruit and orient qualified Directors, and establish an evaluation process to assess its efficacy on an annual basis.

Board members should plan to attend all board meetings as well as serve on at least one committee. In general, board members are expected to spend at least 10 hours a month supporting NOCCS through various board activities.



North Oakland Community Charter School Board Member Job Description

General Responsibilities:

Board members are responsible for ensuring that the academic program of NOCCS is successful, that the school's program and operation are faithful to the terms of its charter.

Specific Responsibilities:

1. Determine the mission and purpose of NOCCS and keep it clearly in focus
 - Create and periodically review the mission statement which:
 - a. serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
 - b. is used as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purposes.
 - Understand and support the mission statement.
2. Select the Head of School
 - Reach consensus on the Head of School's job description.
 - Undertake a careful search process to find the most qualified individual.
 - Oversee and approve contract negotiation and renewal.
3. Support and review the performance of the Head of School
 - Provide frequent and constructive feedback.
 - Compliment for exceptional accomplishments.
 - Provide input for an annual written performance review with a process agreed upon with the Head of School well in advance.
 - Set compensation for the Head of School.
4. Ensure effective organizational planning
 - Approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and accountability plan.
5. Ensure adequate resources
 - Approve fundraising targets and goals.
 - Assist in carrying out the development plan.
 - Make an annual gift at a level that is personally meaningful. 100% of board members make an annual gift



6. Manage resources effectively
 - Approve the annual budget.
 - Monitor budget implementation through periodic financial reports.
 - Approve accounting and personnel policies.
 - Provide for an independent annual audit by a qualified CPA.
 - Ensure the full board has the proper training to be effective stewards of public funding.
 - Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the school.

7. Determine, monitor and strengthen the programs and services
 - Assure programs and services are consistent with the mission and the charter.
 - Approve measurable organizational outcomes.
 - Approve annual, attainable board and management level goals.
 - Monitor progress in achieving the outcomes and goals.
 - Assess the quality of the program and services.

8. Enhance NOCCS's public standing
 - Serve as ambassadors, advocates and community representatives of the organization.
 - Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.
 - Provide for a written annual report as needed.

9. Ensure legal and ethical integrity and maintain accountability
 - Approve policies to guide the organization's board members and staff.
 - Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
 - Adhere to the provisions of the organization's bylaws and articles of incorporation.
 - Adhere to local, state and federal laws and regulations that apply to the organization.
 - Ensure compliance with all federal state and local government regulations.
 - Hear and decide student expulsion matters.

10. Recruit and orient new board members and assess board performance
 - Define board membership needs in terms of skill, experience and diversity.
 - Cultivate, check the credentials of, and recruit prospective nominees.
 - Provide for new board member orientation.
 - Participate in an annual evaluation of the full board and individual trustees.



Board Member Attendance Policy

Purpose

This policy was developed with the recognition that Board membership is voluntary and that individual members contribute their time and energy in different ways. However, because Board meetings are the only forum during which the Board can discuss and vote on major organizational policies and decisions, attendance at these meetings carries a special importance. All Board members will receive a copy of this policy to ensure that everyone is properly informed about the expectations for Board attendance.

Definitions

“Notified” Absence: For an absence to be a “notified” absence, a Board member must notify the person running the meeting (usually Co-Chairs) by 12:00 pm the day of the meeting that he/she will be absent.

“Un-notified” Absence: For an absence to be an “un-notified” absence, a Board member failed to notify the person running the meeting (usually Co-Chairs) by 12:00 pm the day of the meeting that he/she will be absent.

Board Attendance Problem

If any of the following conditions exist, it is considered a Board attendance problem:

1. The member has two *“un-notified”* absences in a row.
2. The member has two *“notified”* absences in a row.
3. The member misses one quarter of the total number of Board meetings during one of their term years.

Remote Participation

Board members may not participate remotely to ensure NOCCS is in compliance with the Brown Act.

Process for Responding to a Board Attendance Problem

The Board Secretary will keep track of Board member attendance through the Board meeting minutes and will provide this information to the Chair. The Chair will directly contact a Board member who is at risk of potentially violating the policy to issue both a verbal and written warning as well as discuss the problem. If a Board member does violate the policy, the Chair will bring this to the attention of the Board for discussion, after which point a majority vote will be held to determine possible termination from the Board. The general rule is that 3 absences results in a discussion and potential vote for termination.



Board Meeting Schedule

The Governing Board of NOCCS will meet consistently over the course of the year. The Governing Board is subject to and will comply with the Ralph M. Brown Act. Accordingly, all Board meetings will be open to the public. Meeting notices and agendas will be made available and posted to the public prior to board meetings, both online as well as physical posting at the school site for public viewing. Meeting minutes and board actions are recorded and available to the public. The Governing Board has also approved a Conflict of Interest policy to ensure that the deliberations and decisions of the school are made in the interests of the community as a whole. All Board members will also be required to complete an annual Form 700.

Board Member Signature: _____

Date: _____

Print Name: _____

Term (Month / Year) From August 20__ to August 20__

Board Co-Chair Initials _____