

## **Key Responsibilities of a Seven Hills Classical Academy School Board Member**

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Each director of the SHCA Board affirms the performance expectations outlined below and strives to perform against these expectations in the same manner. These expectations are clearly articulated prior to nominating any candidate as Board member. The Board of Directors nominates the candidate only after s/he has agreed to fulfill these expectations.

In addition to these “key responsibilities”, individual directors are expected to help each other fulfill the tasks outlined in the collective Specific Roles & Responsibilities of the SHCA Board of Directors.

1. Believe in and be an ambassador for the values, mission and vision of SHCA.
2. Work with fellow board members to fulfill the obligations of Board membership.
3. Behave in ways that clearly contribute to the effective operation of the Board of Directors:
  - Focus on the good of the organization and group, not on personal agenda.
  - Participate in appraisal of own performance and that of the Board.
  - Demonstrate courtesy, honesty and integrity.
  - Demonstrate candid dialogue with strategic questioning and perspective.
  - Accept Board decisions once they are made understanding that disagreement and conflict are part of doing our business well.
4. Regularly attend and participate in Board and committee meetings of the organization. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the Board Chair.
5. Keep informed about the organization and its issues by reviewing materials, participating in discussions, and asking strategic questions.
6. Participate in the activities of the organization by attending school events.
7. Use personal and professional contacts and expertise\* for the benefit of SHCA.
8. Be able to serve as a committee or task force chair or member.
9. Be able to contribute at least eight hours a month to board activities including attending a board meeting, reviewing documents that need approval and discussion for the board meeting, and serving on at least one committee.
10. Inform the Board of SHCA of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation.

\* In addition to fulfilling these expectations, each candidate for Board membership is invited to join the Board in order to use a specific expertise on behalf of the organization.