

## **Specific Roles and Responsibilities of the Seven Hills Classical Academy Board of Directors**

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- 1. Determine the SHCA's mission and purpose.** A statement of mission and purpose articulates SHCA's goals, means, and primary constituents served. It is the Board of Directors' responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual Director should fully understand and support it.
- 2. Select the Executive Director.** Boards must reach consensus on the Executive Director's job description and undertake a careful search process to find the most qualified individual for the position.
- 3. Support the Executive Director and review his or her performance.** The Board should ensure that the Executive Director has the moral and professional support he or she needs to further the goals of SHCA. The Executive Director, in partnership with the entire Board, should decide upon a periodic evaluation of the administrator's performance.
- 4. Ensure effective organizational planning.** As stewards of SHCA, the Board must actively participate with the staff in an overall planning process and assist in implementing the resulting plan.
- 5. Manage resources effectively.** The Board, in order to remain accountable to the sponsor, Friends of Ascension, parents and students, its donors, the public, and must approve the annual budget and ensuring that proper financial controls are in place.
- 6. Assure adequate resources.** One of the Board's foremost responsibilities is to assure that there are adequate resources for SHCA to fulfill its mission. The Board and each individual Board member works in partnership with the Executive Director to raise funds from the community when necessary.
- 7. Determine and monitor SHCA's programs and services.** The Board's role in this area is to determine which educational programs and services are the most consistent with the school's mission, and to monitor their effectiveness.
- 8. Monitor and ensure compliance with Department of Education regulatory statutes.** The Board should review school policies and programs to ensure compliance with state regulations.
- 9. Enhance SHCA's public image.** SHCA's primary link to the community, including constituents, the public, and the media, is the Board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.
- 10. Assess its own performance.** It is the Board's responsibility to ensure that the total organization is effective in achieving its mission and efficient in using its resources. It should begin this annual discussion by evaluating its success as a board. By evaluating its performance in fulfilling its responsibilities, the Board can recognize its achievements and reach consensus on which areas need to be improved.