

T.R. Paul Academy of Arts and Knowledge (TPAAK)

Member of the Board of Directors

Job Description and Expectations

Purpose

To advise, govern, oversee policy, determine school strategy and direction, and assist with the leadership and general promotion of TPAAK so as to support the organization's Vision, Mission, student achievement and school needs.

Responsibilities

Board members share these responsibilities as a Board while acting in the interest of TPAAK. Each member is expected to make educated recommendations based on his or her experience and vantage point in the school and community.

- Abide by TPAAK Board of Directors Code of Conduct and Board Bylaws
- Abide by Board and school policies, handbooks and procedures
- Abide by legal requirements of CSI, the state and the federal government
- Organizational leadership and advisement
- Organization of the Board of Directors, officers and committees
- Focus on student achievement, school success and strategic direction
- Formulation and oversight of policies and procedures
- Financial management including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Oversight of administration and management agreements
- Review of organizational and programmatic reports
- Promotion of the school
- Oversight of fundraising and outreach

Term Length

Determined by Board Bylaws and associated Policies.

Meetings and Time Commitment

- The Board of Directors meets at least monthly during every month of the year. The day and time is determined annually by the Board. Meetings typically last three hours.
- Committees of the Board meet as necessary to accomplish the work of the Board.
- Board members need to attend special events and meetings each year as determined by the Board such as trainings and school events.
- Board members should expect to spend up to five hours per week of individual time.

Overall Expectations

- Attend and participate in meetings on a regular basis and other events as necessary.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by TPAAK.
- Communicate and promote TPAAK's Vision, Mission and programs to the community.
- Be familiar with TPAAK finances, budget and financial/resource needs.
- Understand appropriate laws, policies and procedures in regards to TPAAK