



## ROLES AND RESPONSIBILITIES: BOARD OF DIRECTORS & BOARD COMMITTEES

The Mountain City Public Montessori Board of Directors will serve as the school's governing body. The Board will decide on strategic matters that affect the academic, fiscal, and organizational health, as well as sustainability of the school, including but not limited to approving the annual budget, curriculum, and operating procedures, as well as hiring, firing, retaining, and setting compensation for the Directors of Operations and Curriculum.

In the planning year, the Mountain City Public Montessori Board of Directors will meet twice each month on the first and third Wednesdays.

### All Board Members

- Consistent attendance at regular board meetings.
- Engage in agenda development with the chairpersons, school leadership, and individual committees.
- Appoint all committee directors or co-directors to a committee, as needed.
- Participate as an active member on at least two committees.
- Participate in the fund-raising activities of the school.
- Prepare in advance before regular board meetings by reading and studying materials sent in advance regarding key actions the board is expected to take at the next meeting.

### **Advisory Council**

The Advisory Council is the administrative and operating body of the school responsible for the day-to-day management. It consists of the Curriculum Director, the Operations Director, a Founding Teacher, and two teacher representatives.

The responsibilities include:

- making final decisions with teacher input/recommendation (that cannot be decided by the Directorate),
- finalizing details/procedures/proposals with teacher input,
- handling emergency time-sensitive decisions that need action before the next Directorate meeting,
- acting as Directorate and non-voting Board members, and
- ensuring that philosophy and vision of the school are followed as written in the charter

## Board Committees

### Purpose

As set forth in the Bylaws, the Board of Directors may appoint such standing and/or ad hoc committees as deemed necessary for the effective governing of the school. The board shall appoint members who need not be members of the board. The function of any committee so established shall be fact-finding, deliberative, and advisory to the Board of Directors. Committees shall not have authority to take legislative or administrative actions, nor to adopt policies for the school. Committees make recommendations of action to the full Board of Directors.

Committees also serve as an effective opportunity to direct the skills, expertise, and connections of willing volunteers and the larger community. Volunteers are permitted and encouraged to serve on established and ad hoc committees to reach defined goals and objectives. In committees with a high degree of volunteer support, Board Members are to act as liaisons between the group and the larger Board of Directors. Committees also provide multiple opportunities for interested members of the community to support Mountain City Public Montessori efforts.

### Committee Responsibilities

- Committee leaders will establish and communicate to the Board the dates, times, and locations of their set meetings in the progress tracker.
- Committees will meet at least once per month and more frequently, depending on the size and scope of their projects.
- Committee leaders will share meeting minutes with the Executive

Committee at least 48 hours prior to the next board meeting, so that the meeting minutes may be included in the board agenda.

- Committees will adhere to Open Meetings Law as applicable.
- Committee chairs shall ensure that minutes are maintained in compliance with the approved format.

## Standing Committees

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### Executive Committee

The Executive Committee is a standing committee of the Board of Directors with primary responsibility to conduct strategic planning and assessment of high-level issues and concerns, make recommendations for action to the full Board of Directors, and to provide support and professional development for and performance evaluation of the Operations and Curriculum Directors. The Board of Directors may authorize the Executive Committee to act on its behalf in specific instances, such as negotiating a contract within the parameters set forth by the full board.

The Executive Committee's authority shall be limited and cannot be extended to the following actions:

- Dissolution of the institution

- Mergers
- Hiring or firing of the Operations and Curriculum Directors
- Electing or removing Board members
- Amending the bylaws
- Approving or changing the budget
- Eliminating or adding major programs

The Executive Committee is chaired by the Co-Chairpersons and shall initially be composed of the Co-Chairpersons, Vice Chairperson, Secretary, and Treasurer. Other duly elected members of the Board of Directors may be appointed to the Executive Committee as deemed necessary by the board.

The Executive Committee meets regularly to

- Develop meeting agendas that align with the annual board calendar and the needs of MCPM
- Lead the annual review of the performance of the Charter School Directors according to the procedures outlined in the Personnel Policies of the organization.
- Lead the board evaluation process annually.
- Lead the hiring process for school directors.
- Provide policy recommendations and revisions to the board of directors in personnel matters..
- Annually evaluate its work as a committee and the objectives it has committed itself to and report on the same to the board of directors.

The responsibilities of the Executive Committee officers are as follows:

#### Co-Chairpersons

- Ensure the board is functioning effectively and meeting high standards for effective governance.
- Facilitate all meetings of the board and other meetings or events as necessary.
- Develop board meeting agendas in partnership with school leadership and committee leaders.
- Conduct a self-assessment for the board each year and address areas for improvement.
- Lead the discussion on planning board retreats.
- Set clear expectations for committee operations and communication with the board.
- Facilitate appointments of committee leadership and task forces

- with the entire board.
- Build a constructive relationship with school leadership and participate in regularly scheduled check-ins to discuss strategic issues, monitor progress toward goals, and identify opportunities where they need support from the board.
  - Guide the board through the process of hiring, evaluating, and supporting the school leadership.
  - Serve as the main point of contact with the authorizer, and share all relevant information from the authorizer with the full board.
  - Ensure all board actions and board members meet and understand legal and ethical compliance standards.
  - Champion diversity and inclusion on the board.
  - Make sure that each board member has a clear role to play on the board.

### Vice-Chairperson

- Develop board meeting agendas in partnership with school leadership, the executive committee, and committee leaders.
- Facilitate board meetings in the absence of co-chairpersons.
- Conduct a self-assessment for the board each year and address areas for improvement.
- Work with the Executive Committee to plan board retreats.
- Set clear expectations for committee operations and communication with the board.
- Build a constructive relationship with school leadership and participate in regularly scheduled check-ins to discuss strategic issues, monitor progress toward goals, and identify opportunities where they need support from the board.
- Guide the board through the process of hiring, evaluating, and supporting the school leadership.
- Ensure all board actions and board members meet and understand legal and ethical compliance standards.
- Champion diversity and inclusion on the board.
- Make sure that each board member has a clear role to play on the board.

### Treasurer

- Serves as the chair of the finance committee, and leads the committee in setting and meeting annual goals.
- Ensures that all members of the board fully comprehend the financial matters of the school and receive reliable and timely information regarding those matters.

- Works with the finance committee and Operations and Finance Director in leading the development of an annual school budget and presenting the budget to the full board for approval.
- Understands financial accounting for nonprofit organizations or charter schools.
- Works with the CFO or other appropriate school leadership to deliver accurate and complete financial reports to the board on a regular basis.
- Keeps all records of school accounts current.
- Oversees and reviews the annual audit process.
- Handles all work related to the school's financial affairs with integrity and care.
- Remains apprised of legal and ethical requirements for the position.
- Supports the Executive Committee as necessary.

#### Secretary

- Keeps accurate minutes for each board meeting.
- Shares minutes with the board in a timely fashion.
- Ensures that minutes are approved by the board in a recorded vote.
- Makes sure the board adheres to open meeting laws and other legal requirements.
- Assumes responsibilities of the Chairperson, in case of absence.
- Provides notice of board and committee meetings to all board members and the public.
- Keeps all legal and official documents up-to-date.
- Maintains the board's records and archives for future reference by board members, the authorizer, and others.
- Supports the Executive Committee as necessary

### **Policy and Board Development Committee**

The Policy and Board Development Committee provides structure to the operations of the board and facilitates the recruitment and onboarding of new board members. This committee is a standing committee of the board of directors and will guide all board members to adhere to the policies and procedures, follow the established process for actively recruiting new board members, and coordinate/facilitate the orientation of new members.

The Policy and Board Development committee is elected annually and is chaired by a current Board Director (usually a Co-Chairperson). Other members may be appointed from the board or the community. The

committee meets as often as necessary to conduct its work and generally before each regularly-scheduled board meeting.

Specific responsibilities of the policy and board development committee include:

- Drafting new policies and procedures as necessary to present to the Board for discussion and approval
- Establishing (initially) and reviewing/revising (annually) how the board conducts meetings and operates as a governing body
- Facilitating the development of the board by establishing and following a recruitment and onboarding process for new board members
  - Study the current composition of the board of directors to determine current skills and experience; Identify skills and experience needed on the board.
  - Recruit members to serve as members of the board and develop a slate of directors for consideration by the membership at the annual meeting in accordance with selection/election procedures outlined in the by-laws. Review annually the procedures for board recruitment.
  - Develop an orientation and training plan for new board directors and assist in the planning of the annual board retreat.
  
- Coordinating professional development opportunities for the board of directors
- Assisting the executive committee in an annual board self-evaluation.
- Annually submitting objectives as part of the planning and budgeting process.
- Annually evaluate its work as a committee and the objectives it has committed itself to and report on the same to the board of directors.
- Reporting to the board of directors at regular meetings of the board in a manner determined by the board.

## **Facility Committee**

The Facility Committee is a standing committee of the Board of Directors with primary responsibility for ensuring the school site is prepared for the school to open in August, 2023. It provides oversight of construction, renovation, design, and usage. The Facility Committee reports to the full board and raises strategic issues for board discussion. Following the opening of the school, the Facility Committee will communicate with the landlord, and plan for upcoming space needs as the school grows.

### Appointments and Composition

1. Appointments of the chair and members of the facilities committee shall be made annually by the executive committee of the board with the advice and consent of the Board in accordance with the by-laws.
2. The chair of this committee shall be a member of the board of directors.
3. Other members of this committee shall be members of the board of directors or community members with specialties in construction, renovation, architecture, etc. as needed.

## **Community Engagement Committee**

The Community Engagement Committee is a standing committee of the Board of Directors whose main responsibility is to develop long-lasting community partnerships that support Mountain City Public Montessori's mission. This committee is responsible for identifying, listening to, and interacting with community members, especially those from traditionally underrepresented demographics. Planning and coordinating events for social interactions and engagement, including community meetings, panels, and forums, as well as connecting with public officials and organizational and business leaders are among the primary responsibilities. This committee closely collaborates with other committees to share community perspectives, enable social opportunities, and source community support.

### Appointments and Composition

1. Appointments of the chair and members of the Community Engagement Committee shall be made annually by the executive committee of the board with the advice and consent of the Board in accordance with the by-laws.



2. The chair of this committee shall be a member of the board of directors or a willing volunteer from the community.
3. Other members of this committee shall be members of the board of directors or community members with established connections to the community, specialties in event planning, etc. as needed

### Community Involvement

1. Identify individuals / groups to extend the professional network of Mountain City Public Montessori
2. Champion / promote awareness and education campaigns
3. Share personal perspectives, feedback, and questions of community members
4. Help coordinate social events

## **Development Committee**

### **General Purpose:**

The Development Committee is commissioned by and responsible to the board of directors to assume the primary responsibility for raising non-grant funds to support the organization's mission. This committee ensures that the organization has sufficient funding to support the growth and expansion of the organization that is critical to long term sustainability.

### **Appointments and Composition:**

Appointments of the chair and members of the Development Committee shall be made annually by the Executive Committee of the board with the advice and consent of the board in accordance with the bylaws. The chair of this committee shall be a member of the Board of directors or a qualified, willing volunteer. Members of this committee shall be members of the board of directors, subject to the conditions stated in the bylaws. Additional committee members may be appointed and need not be members of the Board of directors.

### **Responsibilities:**

- Developing a realistic fundraising plan alongside the School Leadership
- Assisting fellow board directors with completing essential board-level fundraising tasks

- Organizing training, as needed, for the full board to support the realization of fundraising goals
- Developing relationships and fostering a positive image of the organization within the community
- Develop annual and multi-year fundraising plans that will generate the funds needed to meet the non-public and non-grant fundraising goal.
- Coordinate the implementation of the fundraising plan with fundraising efforts by staff, families, and other volunteers.
- Develop the necessary sub-committee systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan; supervise the functions of the subcommittees.
- Develop a plan for involving all board members in the non-grant resource development activities of the organization.
- Arrange for board training on development issues, as needed.
- Create specific, measurable, board-level goals for the year as part of the full board planning process.
- Report to the board of directors at its regular meetings in a manner determined by the board.
- Annually evaluate its work as a committee and the objectives it has committed itself to, and report on the same to the board of directors

#### Community Involvement

1. Provide monetary donations
2. Identify potential donors
3. Encourage others to make monetary contributions

## **Grants Sub-Committee**

### **General Purpose:**

The Grants Sub-committee is commissioned by and responsible to the board of directors to assume the primary responsibility for securing grant funding to support the organization's mission. This committee ensures that the organization has supplemental funding to support the growth and expansion of the organization that is critical to program development.

### **Appointments and Composition:**

Appointments of the chair and members of the Grants Sub-committee shall be made annually by the Executive Committee of the board with

the advice and consent of the board in accordance with the bylaws. The chair of this committee shall be a member of the Board of Directors or a qualified, willing volunteer. Members of this committee shall be members of the board of directors, subject to the conditions stated in the bylaws. Additional committee members may be appointed and need not be members of the Board of Directors.

### **Responsibilities:**

- Build a committee of volunteers with grant writing experience
- Research relevant grants to support the ongoing needs and/or program development of MCPM
- Partner with the school to determine projects or programs that will benefit from grant support
- Maintain a detailed database of grants (potential and actively pursued)
- Apply for grants that will support the mission and needs of the school
- Develop and maintain content that may be replicated/duplicated in the writing of different grants
- Provide support to MCPM for the required activities (data collection/reporting, acknowledgements, etc.) of awarded grants
- Report to the board of directors at its regular meetings in a manner determined by the board.
- Annually evaluate its work as a committee and the objectives it has committed itself to, and report on the same to the board of directors

### Community Involvement

1. Provide information about grant opportunities
2. Provide grant writing services/expertise

## **Finance Committee**

### **General Purpose**

The finance committee is commissioned by and responsible to the Board of Directors. It has the responsibility for working with the Operations Director and Treasurer to create the upcoming fiscal year budget; presenting budget recommendations to the Board; monitoring implementation of the approved budget on a regular basis and recommending proposed budget revisions; and recommending to the Board appropriate policies for the management of

the charter organization's assets. The finance committee shall be assisted by the Operations Director and Treasurer.

### **Appointments and Composition**

1. The members of the finance committee shall be the Treasurer of the Board who shall serve as chair, a Board Co-Chair who shall serve as an ex-officio member, together with other directors, critical friends, or parents appointed by the Committee Chair with the advice and consent of the Board in accordance with the bylaws.
2. Both the Operations Director and the Treasurer will be members of the finance committee.
3. Additional committee members may be appointed and need not be members of the Board of Directors.

### **Responsibilities**

1. Prepare an annual budget for the organization in collaboration with the Operations Director and Treasurer (See Strategic Calendar for time frame).
2. Also in collaboration with the Operations Director and Treasurer, develop and annually revise a five-year financial forecast and develop long-range financial plans based on the forecast.
3. Arrange for an annual audit to be provided to the Board of Directors.
4. Provide oversight of the procurement process.
5. Review monthly financial statements and variances from budget, and recommend action to the Board, as appropriate.
6. Create specific measurable board-level goals for the year as part of the full board planning process.
7. Develop and implement (or recruit an expert) a board-level training program to ensure that all directors (especially those without a financial background) can be effective stewards of the organization's financial resources.
8. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.
9. Annually evaluate its work as a committee and the objectives it has committed itself to and report on the same to the Board of Directors.

## **Special Committees or Task Forces**

may be formed by a majority vote of the Board when the need arises. They will fulfill the same responsibilities and expectations as standing committees.

## **Directorate**

The Directorate is responsible for discussing school issues and maintaining the vision laid out by the MCPM charter. It consists of MCPM teachers, the Operations Director, the Curriculum Director, and the Montessori Coach.

Its responsibilities include:

- ensuring that the school conforms to state and federal laws,
- making curriculum decisions,
- managing the budget,
- planning and fulfilling all school activities,
- managing faculty and staff,
- maintaining a safe learning environment as outlined in our Safe School Plan, and
- carrying out the philosophy of the school in instruction

Approved by MCPM Board of Directors: November 2, 2022

Updated: July 18, 2023 awaiting board approval