



Chávez/Huerta K-12 Preparatory Academy
Board Member Job Description
(Updated August 2021)

General Functions:

1. Responsible for ensuring that the academic program of CHPA is successful and operations are in line with the terms of its charter.
2. Support the vision and mission of the Organization
 - a. Periodically review the mission statement which serves as a guide to organizational planning, decision-making, and drives priorities.
3. Select the President/CEO
 - a. Develop the President/CEO's job description.
 - b. Initiate the search process to find the best fit for the organization based on qualifications, skills, interests and abilities.
 - c. Oversee and approve contract negotiation and renewal.
 - d. Regularly review the performance of the Executive Director.
 - e. Provide frequent and constructive feedback.
 - f. Assist when Board members overstep prerogatives or misunderstand their roles.
4. Actively participate in effective organizational planning
 - a. Work cooperatively to develop an annual review of the organizational strategic plan that includes concrete, measurable goals.
 - b. Attend training and the annual Board retreat.
5. Actively participate in ensuring the availability of adequate resources
 - a. Approve fundraising targets and goals.
 - b. Assist in carrying out development plan.
 - c. Make an annual gift at a level that is personally meaningful.
 - d. Assure annual school year budget meets the needs of the school.
6. Actively participate in Resource Management activities
 - a. Approve the annual budget.
 - b. Monitor budget implementation through periodic financial reports.
 - c. Approve accounting and personnel policies.

- d. Approve the selection of an independent qualified CPA to conduct the annual financial audits.
 - e. Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the school.
7. Monitor and strengthen programs and services
- a. Ensure programs and services are consistent with the mission and the charter contract.
 - b. Ensure that school leadership develops measurable organizational outcomes.
 - c. Approve annual, attainable board and management level goals.
 - d. Monitor progress in achieving outcomes and goals. Assess the quality of the programs and services.
 - f. Enhance CHPA's public standing.
 - g. Serve as ambassadors, advocates and community representatives of the school.
 - h. Ensure that no Board member represents her/himself as speaking on behalf of the Board unless specifically authorized to do so.
 - i. Provide for a written annual report and public presentation that details CHPA's mission, programs, financial condition, and progress made towards charter promises.
 - j. Ensure legal and ethical integrity and maintain accountability.
 - k. Establish policies to guide the school's board members and staff
 - l. Develop and maintain adequate personnel policies and procedures.
 - m. Adhere to the provisions of the CHPA's bylaws and articles of incorporation.
 - n. Adhere to local, state and federal laws and regulations that apply to the school.
 - o. Ensure compliance with all federal state and local government regulations.
8. Recruit and orient new Board members and assess Board performance
- a. Define Board membership needs in terms of skills, experience and diversity.
 - b. Cultivate, check the credentials of and recruit prospective nominees.
 - c. Provide for new Board member orientation.
 - d. Conduct an annual evaluation of the full board and individual members.

Qualifications:

- 1. Willingness to work for the betterment of Chávez/Huerta K-12 Preparatory Academy.
- 2. Demonstrate leadership ability in the community and/or professional activities.
- 3. Willingness to commit to a three-year term of office and meet the time commitments listed below.

Tasks:

- 1. Attend monthly Board meetings during the year (24 + hours per year), the annual Board retreat and non-routine meetings that may be called on occasion.
- 2. Ensure that CHPA manages resources effectively and that proper financial controls are in place through the review and approval of the annual budget and regular reviews of the financial reports.
- 3. Identify, recruit, and screen candidates for future CHPA Board of Directors.
- 4. Attend and participate in school functions such as recognition and fundraising events.
- 5. Contribute skills, energy and judgment as needed.
- 6. Read and become familiar with the CHPA charter contract, bylaws and other school documents pertinent to become familiar with the mission and goals of CHPA.