

To: PLP Board of Directors
Date: 28 April 2010
Re: Policy Governance Board Officer Position Descriptions

Chair of the Board

1. Member of the Board
2. Sets example for other Board members
3. Engages in cordial conduct respecting all Board members views and opinions expressed in emails or verbally during open and closed sessions
4. Acts as an agent of the Board in public after consulting with Board members and getting majority vote or consensus on specific issues; in other words, must speak for the Board and not for the individual person holding this position
5. Presides over Board meetings
6. Works closely with the Vice-Chair to keep Vice-Chair informed and apprised of Board business so Vice-Chair can Chair, if needed
7. Reviews monthly budget report
8. Assists with fundraising and capital campaign
9. Guides Board towards consensus
10. Chairs the Grievance Committee
11. Directs media requests to Vice-Chair regarding Board policy
12. Communicates with legal counsel and updates Board regarding ongoing litigation
13. Reviews with Head of School issues of concern to the Board and communicates those updates to the Board

Vice Chair of the Board

1. Member of the Board
2. Sets example for other Board members
3. Engages in cordial conduct respecting all Board members views and opinions expressed in emails or verbally during open and closed sessions
4. Presides over Board meetings in the absence of the Board Chair
5. Works closely with the Chair to keep informed of Board business so the vice-Chair can effectively govern as Chair, if needed
6. Reviews monthly Board report
7. Assists with fundraising and capital campaign
8. Guides Boards towards consensus
9. Coordinates Board development, policy governance, and retreat training
10. Chairs the Policy and Procedures Committee and makes recommendations to the Board
11. Serves as Board Parliamentarian and provides annual training to Board members with checklist and reminders

12. Works with Secretary to review and oversee bylaws making certain Board is in compliance
13. Performs Chair responsibilities in the event the Chair is unable to do so until the Board appoints a new Chair

Treasurer of the Board

1. Member of the Board
2. Sets example for other Board members
3. Engages in cordial conduct respecting all Board members views and opinions expressed in emails or verbally during open and closed sessions
4. Provides leadership in all financial decisions faced by the Board. Provides a consistent and constant reminder of Board fiduciary responsibilities.
5. Avails self to be a resource for Head on financial matters
6. Avails self to be a resource for auditing purposes
7. Reviews monthly Board report and provides recommendation to the Board for budget amendments and financial strategic planning
8. Reviews and co-signs checks and other disbursements
9. Provides financial oversight reviewing ledger and includes findings in monthly budget report to the Board
10. Reviews salaries and reports to the Board any unusual findings
11. Monitors and evaluates internal controls
12. Communicates with Head, Campus Services Director, and Acadia NorthStar about financial matters
13. Reviews financial policy and makes recommendations for any updates
14. Assists with fundraising and capital campaign
15. Guides Board towards consensus
16. Chairs the Finance Committee and updates the Board on Finance Committee findings and recommendations
17. Reviews Fun-Raising and Grants partnerships meeting minutes to provide updates to Board on additional funds coming into the School's Operating Budget
18. Communicates with Treasurer of the Kaleidoscope Foundation and updates the Board, as needed
19. Communicates with Secretary of PLP Board and updates on financial matters so that Secretary can sign checks, in the event the Treasurer is not able to do so.

Secretary of the Board

1. Member of the Board
2. Sets example for other Board members
3. Engages in cordial conduct respecting all Board members views and opinions expressed in emails or verbally during open and closed sessions
4. Avails self to all Board members for meeting minutes.
5. Serves on grievance matters or matters on appeal that come before the Board
6. Reviews monthly budget
7. Assists with fundraising and capital campaign
8. Chairs the Board Development Nominating Committee
9. Signs legal and financial documents to certify the Chair's signature
10. Required signature on all official documents, including loan contracts and check-signing
11. Communicates regularly and works closely with Treasurer in the event check-signing is necessary
12. Maintains familiarity with all legal documents relating to the School
13. Reviews meeting minutes taken by PLP administration
14. Records and maintains closed session meeting minutes
15. Oversees that the Open Meeting Act is being followed
16. Coordinates with Head and Campus Services Director for Freedom of Information Act requests for Board documents
17. Acts as a registered agent of the Corporation
18. Works with Vice Chair to review and oversee bylaws making certain Board is in compliance
19. Receives copies of all summons, subpoenas, and court filings involving the School

Members of the Board

1. Member of the Board
2. Sets example for other Board members
3. Engages in cordial conduct respecting all Board members views and opinions expressed in emails or verbally during open and closed sessions
4. Reviews meeting minutes.
5. Assists with fundraising and capital campaign
6. Serves on grievance matters or matters on appeal that come before the Board
7. Reviews monthly budget
8. Serves on one of the following committees: finance, policy and procedure, Board development, or grievance