



MAY SANDS MONTESSORI SCHOOL

a public school of choice

1400 United Street, #110 Key West, Florida 33040

Qualifications and Responsibilities of a Charter Board Member

General

- ★ May Sands Montessori School is a Not-for-profit corporation whose primary purpose is to offer Montessori education to the children of Key West and the Lower Keys. Started in October 1997, the school is governed by the Charter Board Members and the staff is charged with carrying out its mission.
- ★ Responsibility for and governance of the business and affairs of May Sands Montessori School is vested in the Board of Directors.
- ★ Board Members are generally elected for 2-year terms.
- ★ The Board of Directors sets policies and provides resources for implementation. It employs a principal and staff to carry out this process.

Qualifications

A member of the Board of Directors must be a resident of Monroe County and should:

- ✓ Have an interest in the community and its future.
- ✓ Embrace the goals and objectives May Sands Montessori School.
- ✓ Support the School's activities by contributing the following:
 - Time for attending meetings and otherwise furthering the School's work.
 - Talent or expertise in areas of value to the School's work.
 - Willingness and ability to raise funds for the School or ask others to do so.

Specific Duties

A member of the Board of Directors is expected to:

- ✓ Attend all board meetings, except in unusual circumstances. Unexcused absence from more than 3 board meetings a year will initiate dismissal from the board.
- ✓ Attend the orientation meetings near the beginning of one's service on the board.
- ✓ Attend any special board retreat or planning meetings, possibly held on a Saturday.
- ✓ Serve on at least one committee in addition to the board.
- ✓ Support the programs and development activities of the School and attend a reasonable number of its functions.
- ✓ Help promote favorable public relations for the School in the community.
- ✓ Assist with endowment building efforts.



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The Effective Board Member

Your willingness to serve as a member on the Board of the May Sands Montessori School affirms a commitment to the School and to the work of the board. Details of board membership are explored in detail during your orientation as a new member, and are presented in summary here.

The effective board member:

- ✓ Participates fully by attendance at the regular and special meetings of the Board.
- ✓ Joins in and contributes to the success of board discussions, decision-making, planning and voting of planning process.
- ✓ Remains active in policy-making and revision.
- ✓ Assists in fundraising efforts to support the May Sands Montessori School.
- ✓ Accompanies other board members on cultivation visits to prospective or previous donors.
- ✓ Seeks and participates in in-service training opportunities appropriate to board membership.
- ✓ Actively identifies prospective new board members, sharing names with colleagues on the board.
- ✓ Assists actively in the orientation sessions for new board members.
- ✓ Shares with the board President evaluative comments related to the board and the staff.
- ✓ Introduces the principal to prospective donors and grant recipients.
- ✓ Actively supports the principal's role within the guidelines and policies development by the board.
- ✓ Informs the staff of issues and initiatives important to the foundation.
- ✓ Represents the interests and needs of all persons served by May Sands Montessori School.
- ✓ Attends at least one corporation meeting each school year.
- ✓ Actively participates on division level committees as appointed.
- ✓ Approaches Board issues with an open mind, consistent with the Board-established principles.
- ✓ Supports Board decisions and policies.
- ✓ Reviews and affirms the policy on Conflict of Interest; notifies the Board of any potential conflicts.
- ✓ Maintains the highest ethical standards.



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Board Member Contract of Commitment

As a Board Member, I agree to accept the following responsibilities:

- ✓ To make attendance at all board, committee and task force meetings a high priority. I understand that if a board member misses three or more unexcused meetings in a year, the executive committee will review my ability to fulfill board responsibility.
- ✓ To come to board meetings prepared to discuss the topics on the agenda. This includes reading materials supplied in advance of the meeting.
- ✓ To observe the parliamentary procedures outlined in Robert's Rules of Order and display courteous conduct at all board, committee and special meetings.
- ✓ To support in a positive manner, all actions taken by the board of directors, even when I am in the minority position on such actions.
- ✓ To accept the fiduciary responsibility to establish policy and assure fiscal stability for the May Sands Montessori School.
- ✓ To operate in compliance with the by-laws.
- ✓ To refrain from intruding in administrative issues which are the responsibility of management, except to monitor the results and ensure adherence to the by-laws.
- ✓ To actively participate in fundraising events during each school year.
- ✓ To represent the May Sands Montessori School in a positive and supportive manner at all times.
- ✓ To avoid conflicts of interest between my position as a board member and my personal and professional life.

Signature of Charter Board Member: _____

Date: _____