

Position Description
Lanikai School Governing Board

Stewardship

Each governing board member shares the responsibility for stewardship of the entire school. This responsibility includes:

- Ensuring the financial viability of the school.
- Ensuring a high quality and successful program of academics and personal growth for students.
- Developing and overseeing the implementation of policies relevant to effective school operation.
- Maintaining compliance with Federal and State laws.
- Acting as ambassadors and advocates for the school in community and professional settings.

Policy Making

The board ensures the development, implementation and review of governance policies based upon recommendations of its committees and the Director. Policy areas include:

- Finances. Approves, supports and monitors implementation of the annual operating budget. Supports fundraising.
- Personnel. Hires, evaluates, and negotiates employment contract with the Director. Oversees hiring and termination of teachers and staff. Negotiates employment contract with HSTA.
- Strategic planning.
- School vision and mission.
- Facilities.
- Resource development and grants.
- Health and safety.
- Governance. The board recruits, evaluates, and appoints its membership in collaboration with the nominating committee.
- By-laws. Periodically reviews and amends by-laws in compliance with state legal requirements and requirements of effective governance.

Performance Expectations

Each board member is expected to:

- Sign and adhere to the Code of Ethics required of all board members.
- Inform the board of any potential conflicts of interest.
- Be willing and able to commit 8-10 hours per month to board service which includes attending monthly meetings (2-2.5 hours), participating on a board committee, reading and preparing materials for meetings, participating in board development events, attending school events, and attending or assisting in fund raising events.
- Inform the president or other board member if unable to attend a regular meeting. It is essential to maintain a quorum to conduct board business.
- Work collaboratively with other board members to achieve agreed upon goals. Refrain from pursuing personal agendas.
- Maintain confidentiality on matters considered in closed session.
- Not speak unilaterally on behalf of the board without authorization.
- Become familiar with existing policies and by-laws and the parent handbook.

Created Feb. 28, 2013