

Board of Directors Position Descriptions

AURORA'S GOVERNING PHILOSOPHY

The governing philosophy of Aurora Charter School is to build a culture of trust through transparent and progressive leadership. The leadership model is committed to a focused effort in achieving operational excellence which positively impacts the staff, families and community served.

EXECUTIVE COMMITTEE

The Executive Committee consists of Aurora's Executive Director, Business Administrator, Director of Teaching and Learning, Board Chair, and Secretary/Treasurer Board Member. This committee of two Board officers and the Aurora management team acts on behalf of the Board of Directors between Board meetings. Conferring more frequently than does the full Board, the Executive Committee guides many of Aurora's activities from day to day and week to week in a wide range of areas, often those that neither fall within the scope of any specific committee nor require direct engagement by the full Board. Much of this steering activity takes place via email and conference calls. By these means, the Executive Committee maintains organizational focus and momentum and coordinates Aurora's various endeavors between meetings of the entire Board.

BOARD OF DIRECTORS

The Board has elected membership that serves either a one, two or three-year term with the possibility of re-election for a consecutive term. There is no remuneration for Board members. Each Board member is expected to:

- Be a Board member throughout the term of office.
- Attend financial oversight and other Board development training.
- Attend the annual strategic planning conference.
- Attend the annual ACNW conference as appropriate.
- Attend at least 80% of the regularly scheduled Board meetings throughout the physical year; attendance at all meetings is highly desirable.
- Be a member of and participate in the activities of at least one of the working committees of the Board and/or special projects.
- Participate in online Board discussions in a timely manner.
- Participate in content development for benchmarking initiatives.
- Participate in 360 degree multi-rater and other survey and assessment feedback initiatives.
- Participate in Aurora fundraising efforts in cooperation with the Aurora Education Foundation.
- Initiate and/or contribute to discussions on Aurora Board agenda items and strategic planning goals and objectives.
- Understand to the extent necessary Aurora's accounting practices, budget planning, data gathering points, reporting functions, and program assessments.

BOARD CHAIR

Purpose

The Board Chair in partnership with the Executive Committee leads, oversees, and is ultimately responsible for all functions of the organization, ensuring its continued growth and development, continuity, financial stability and support of the mission and vision of the school's charter. The Board Chair serves as Chair at Board and Executive Committee meetings.

Responsibilities

New directions and planning

- Collaboratively foster and provide organizational vision.
- Collaboratively advance new ventures and committees as appropriate.
- Manage the strategic planning process, guide the plan's implementation, and review the plan at least annually (usually following the end of the school year).

Financial

- Partners with the Executive Committee to help create an annual budget to include working in cooperation with external stakeholders relating to finances.
- Seek fundraising opportunities; work with vendors, supporters and Aurora Educational Foundation.
- Serves as a second official signer to financial and contractual agreements.

Board

- Organize and conduct Board and Executive Committee meetings.
- Delegate responsibility and provide support to Committee Chairs.
- Be available for advice and assistance to fellow Board members and other committees.
- Work with Executive Committee to recruit new Board members and officers.

Management

- Represents the organization by negotiating, signing, and managing contracts.
- Ensure that organizational actions conform to By-Laws and statutory requirements.
- Empower Board members, Committee Chairs, and others to perform their roles.
- Notify Board members who are not fulfilling their responsibilities.
- Oversee the Executive Director; provide support managing the relationship with stakeholders and association management companies.
- Collaboratively guide the organization's day-to-day operations by serving on the Executive Committee.
- Understand the job responsibilities of the Executive Director and be able to reassign those duties in the Executive Director's absence.

Program and Public Relations

- Oversee the development and use of the Aurora “brand” (including re-branding), working with Branding Committee, and others.
- Serve as an official representative of Aurora to other organizations and groups (national and international), as well as in regard to grants, opinions and/or proposed legislation.
- Oversee Aurora’s public programs, including website as appropriate.
- Work with vendors and stakeholders as appropriate.

Annual Reporting

- Work closely with the Executive Committee on upcoming/current annual reporting.
- Work in collaboration with the Executive Committee to determine strategic planning conference venues and themes.

Website

- Work with Executive Committee on website policies and procedures.

Past Board Chair

- Upon completion of elected term, serve one year as Past Board Chair. The Past Board Chair provides historical insight and continuity of leadership to Aurora.

Qualifications

- Active Aurora Board member service and commitment to organization.
- Management experience including supervision of employees and budgets.
- Ability to manage many priorities at once.
- Communications and/or public speaking experience.
- Employer support to the extent that Aurora business may be conducted during the work day.
- Travel support from employer very helpful.

Time Commitment

- 10-25 hours per week, depending upon activities.
- The Board Chair’s term is three years, beginning at the annual strategic planning conference.
- Conduct Board meetings in person or via the Executive Committee, as well as travel to upcoming conference and/or benchmarking venues throughout the physical year.
- Conduct communications with Executive Director and Executive Committee as necessary.

Support

The Board Chair is supported by the Executive Director, Executive Committee members, and other Board of Directors.

SECRETARY/TREASURER

Purpose

The Secretary/Treasurer maintains the records of the Board. The Secretary/Treasurer and/or designee have primary reporting responsibility to the Board with respect to the management and control of all Aurora funds as well as the overall fiscal health of the organization. The Secretary/Treasurer works with the Executive Committee to ensure that proper records are maintained, and that they reflect the current financial condition of Aurora Charter School. These records include the annual budget, Title I, II & III revenues, cash register, aging report, accounts payable, accounts receivable, investments and other assets, and fund balances (net assets). The Secretary/Treasurer also works with the Executive Committee to implement financial planning, policy and procedures.

Secretary/Treasurer Responsibilities

- Perform the functions described in the general Board member role description.
- Attend at least 80% of the regularly scheduled Board and Executive Committee meetings throughout the physical year; attendance at all meetings is highly desirable.
- Record minutes and motions and prepare them for timely distribution. If the Secretary/Treasurer is unable to participate in such a meeting, another participant (often another Officer) assumes responsibility for minutes on ad hoc basis.
- Maintain accurate and current records in such key areas as By-Laws and Committee structure.
- Maintain a list of Aurora committees with their current Chairs, Board Liaisons (if the Chair is not a Board member), and committee members, and ensure that committee and board information on the Aurora website is current and accurate.
- At the Board Chair's request, the Secretary/Treasurer may undertake other responsibilities related to Board and Executive Committee documentation.
- Ensure that accurate books and records of financial condition are maintained.
- Ensure that assets are protected and invested according to organization policy.
- Ensure that Aurora complies with corporate and statutory reporting requirements.
- Ensure that comprehensive financial reports to the Board are prepared in a timely and accurate manner.
- Ensure that complete records are available to contractors preparing financial statements.
- Perform all duties incidental to the office of the Secretary/Treasurer

Qualifications

- The Secretary/Treasurer must display a commitment to Aurora as well as an understanding of Aurora as an organization (its principles, mission, vision, goals, and services), and of the responsibilities and relationships of governance, management, and paid and volunteer staff. The Secretary/Treasurer must also:
 - Understand the needs of Aurora's services, as well as its financial and human resources.
 - Understand record keeping, accounting systems, and financial reports.
 - Be able to work with the Executive Committee and auditors as necessary.

Time Commitment

- The Secretary/Treasurer's term is two years, beginning at the annual strategic planning conference.
- Term may be renewed.
- Time needed for the role of Secretary/Treasurer typically ranges from 1 to 3 hours per week, with more time required during periods of intense Executive Committee discussions or other activity.

Support

- The Secretary/Treasurer is supported by the Board Chair, Executive Committee members, and other Board of Directors.