

SCCS Board of Directors – Guidelines and Expectations of a Board Member

Guidelines:

As per St. Charles Catholic School By-laws: A Board vacancy of (4) **parents whose children are students of the School** as identified in **By-law section 5.01 (a)** where the board shall elect or appoint such other officers as the Board may determine in **section 6.01**.

- (a) Persons considered for the vacancy shall:
- (i) Be a parent or legal guardian, in good standing, whose children are students of the School, and
 - (ii) Provide a current resume outlining areas of interest and qualifications, and
 - (iii) In keeping with Archdiocesan safe environments, agree to and obtain a current criminal and Child Abuse Registry check, and
 - (iv) The Board shall review resumes and conduct reference checks, and
 - (v) The Board reserves the right to decline a potential candidate where a concern is raised as to the ability of the candidate to fulfill the terms and expectations of the board member as follows:

Terms and Expectations of a Board Member:

- (a) **Confidentiality** - Maintain confidentiality of all Board discussions including those relating to personnel matters, student information, legal matters and other information deemed sensitive by the Board. Penalty for breach of confidentiality will result in immediate dismissal from the Board. Board members are required to sign a Board Confidentiality agreement and Board Member Code of Conduct agreement.
- (b) **Attendance** – Attend monthly Board meetings - 3 consecutively missed meetings or attendance of less than half of scheduled meetings, constitutes resignation of the position. **Parent Board Members are expected to attend all Parent Advisory Committee (PAC) meetings.** All Board Members are expected to attend school and community events in support of the Board of Governors when possible.
- (c) **Teamwork** – Board members will work collaboratively for the betterment of the school and not for individual gain. All Board Members will support decisions made by the Board and conduct themselves in a positive and supportive manner. This may require Board Members to speak as a Board Member and not as an individual or parent in their discussions with other parents and community members. Failure to adhere to these expectations may result in removal from the Board
- (d) **Commitment** – All Board Members are required to work on a designated portfolio and/or a committee as appointed by the Chair in addition to monthly Board meetings. This committee work can require an additional 10-15 hours per month, but may vary throughout the year. Board members and their families receive no remuneration or special consideration for their services.