

North Lakes Academy

Policy #: 703

Policy Name: Board of Directors – Expectations of Officers

Adopted: October 20, 2008

Reviewed:

I. Purpose

The Board of Directors recognizes its primary responsibility is to provide governance of North Lakes Academy to ensure student achievement and sound fiscal management. The Board of Directors also recognizes the importance of a well-functioning board to provide this leadership. This requires effective board leadership. Therefore, the Board of Directors establishes this policy on Board Officer Expectations.

II. Specific Policy Elements

- 1) Chair
 - a) Schedule board meetings and publish the agenda at least three days in advance of the meeting.
 - b) Facilitate the board meetings as per Robert's Rules of Order.
 - c) Ensure orders and resolutions are implemented.
- 2) Vice-Chair
 - a) Serve as back-up to the Chair in the event the Chair is unable to lead meetings.
 - b) Assist the Chair in the creation of the annual agenda and the monthly meeting agenda.
- 3) Treasurer
 - a) Lead the Finance Committee.
 - b) Review financial records and make appropriate recommendations.
- 4) Secretary
 - a) Document the discussion and decisions made in each board meeting.
 - b) Publish minutes of each board meeting for approval in the next board meeting.
 - c) Maintain public binder of meeting minutes. This binder will be stored in the central office.

III. Special Reporting Requirements

None