

General Responsibilities:

Responsible for ensuring that the academic program of Making Community Connection Charter School (MC²) is successful, that the school's program and operation are faithful to the terms of its charter, and that the school is a viable organization.

Specific Responsibilities:

1. Support the mission and purpose of MC² and keep it clearly in focus
 - a. Create and periodically review the mission statement which:
 - i. Serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
 - ii. Is used as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purposes.
 - b. Understand and support the mission statement.
2. Select the CEO
 - a. Reach consensus on the School Leader's job description.
 - b. Undertake a careful search process to find the most qualified individual.
 - c. Oversee and approve contract negotiation and renewal.
3. Support and review the performance of the School Leader
 - a. Provide frequent and constructive feedback.
 - b. Assist when board members overstep prerogatives or misunderstand their roles.
 - c. Compliment for exceptional accomplishments.
 - d. Provide for an annual written performance review with a process agreed upon with the School Leader well in advance.
4. Ensure effective organizational planning
 - a. Approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and accountability plan.
5. Ensure adequate resources
 - a. Approve fundraising targets and goals.
 - b. Assist in carrying out the development plan.
 - c. Make an annual gift at a level that is personally meaningful.
6. Manage resources effectively
 - a. Approve the annual budget.
 - b. Monitor budget implementation through periodic financial reports.
 - c. Approve accounting and personnel policies.
 - d. Provide for an independent annual audit by a qualified CPA.
 - e. Ensure the full board has the proper training to be effective stewards of public funding.
 - f. Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the school.

7. Monitor and strengthen the programs and services
 - a. Assure programs and services are consistent with the mission and the charter.
 - b. Approve measurable organizational outcomes.
 - c. Approve annual, attainable board and management level goals.
 - d. Monitor progress in achieving the outcomes and goals.
 - e. Assess the quality of the program and services.

8. Enhance MC²'s public standing
 - a. Serve as ambassadors, advocates and community representatives of the school.
 - b. Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.
 - c. Provide for a written annual report and public presentation that details MC²'s mission, programs, financial condition, and progress made towards charter promises.
 - d. Approve goals of an annual public relations program.

9. Ensure legal and ethical integrity and maintain accountability
 - a. Establish policies to guide the school's board members and staff.
 - b. Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
 - c. Adhere to the provisions of the school's bylaws and articles of incorporation.
 - d. Adhere to local, state and federal laws and regulations that apply to the school.
 - e. Ensure compliance with all federal state and local government regulations.

10. Recruit and orient new board members and assess board performance
 - a. Define board membership needs in terms of skill, experience and diversity.
 - b. Cultivate, check the credentials of and recruit prospective nominees.
 - c. Provide for new board member orientation.
 - d. Conduct an annual evaluation of the full board and individual trustees

Appendix Reference:

Date Adopted: July 16, 2012

Revision Dates:

Last Review Date: