

VOICES FOR INTERNATIONAL BUSINESS AND EDUCATION (VIBE)

VIBE Board of Directors Job Description

General Responsibilities:

Responsible for ensuring that the academic program of the International High School (IHS) 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. **Determine the mission and purpose of VIBE and keep it clearly in focus**
 - Create and periodically review the mission statement which:
 - a. Serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
 - b. Is used as the vehicle for assessing program activities to ensure that the organization is adhering to its original purposes.
 - Understand and support the mission statement.
2. **Select the CEO**
 - Reach consensus on the CEO's job description.
 - Undertake a careful search process to find the most qualified individual.
 - Oversee and approve contract negotiation and renewal.
3. **Support and review the performance of the CEO**
 - Provide frequent and constructive feedback.
 - Assist when board members overstep prerogatives or misunderstand their roles.
 - Compliment for exceptional accomplishments.
 - Provide for an annual written performance review with a process agreed upon with the CEO well in advance.
4. **Ensure effective organizational planning**
 - Approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and accountability plan.
5. **Ensure adequate resources**
 - Approve fundraising targets and goals.
 - Assist in carrying out the development plan.
 - Make an annual gift at a level that is personally meaningful.
6. **Manage resources effectively**
 - Approve the annual budget.
 - Monitor budget implementation through periodic financial reports.
 - Approve accounting and personnel policies.
 - Provide for an independent annual audit by a qualified CPA.
 - Ensure the full board has the proper training to be effective stewards of public funding.
 - Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the school.
7. **Determine, monitor and strengthen the programs and services**
 - Assure programs and services are consistent with the mission and the charter.
 - Approve measurable organizational outcomes.
 - Approve annual, attainable board and management level goals.
 - Monitor progress in achieving the outcomes and goals.
 - Assess the quality of the program and services.
8. **Enhance VIBE's public standing**
 - Serve as ambassadors, advocates and community representatives of the organization.
 - Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.

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- Provide for a written annual report and public presentation that details VIBE's mission, programs, financial condition, and progress made towards charter promises.
- Approve goals of an annual public relations program.

9. Ensure legal and ethical integrity and maintain accountability

- Establish policies to guide the organization's board members and staff.
- Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
- Adhere to the provisions of the organization's bylaws and articles of incorporation.
- Adhere to local, state and federal laws and regulations that apply to the organization.
- Ensure compliance with all federal state and local government regulations.

10. Recruit and orient new board members and assess board performance

- Define board membership needs in terms of skill, experience and diversity.
- Cultivate, check the credentials of, and recruit prospective nominees.
- Provide for new board member orientation.
- Conduct an annual evaluation of the full board and individual Directors.

VIBE Individual Director Performance Expectations

General Responsibilities:

Each Director is responsible for actively participating in the work of the VIBE Board of Directors and the life of the organization. Each Director is expected to affirm and strive to fulfill the performance expectations outlined below. These expectations are to be clearly articulated prior to nominating any candidate as a board member. The VIBE Board will nominate the candidate only after s/he has agreed to fulfill these expectations. In addition to the responsibilities below, individual Directors are expected to help each other fulfill the tasks outlined in the collective Job Description of the Board of Directors.

Specific Responsibilities:

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of VIBE.
2. Work with fellow board members to fulfill the obligations of board membership.
3. Behave in ways that clearly contribute to the effective operations of the Board of Directors:
 - Focus on the good of the organization and group, not on a personal agenda
 - Support board decisions once they are made
 - Participate in an honest appraisal of one's own performance and that of the board
 - Build awareness of and vigilance towards governance matters rather than management.
4. Regularly attend board and committee meetings in accordance with the absenteeism policy. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair.
5. Be prepared to contribute approximately 8-10 hours per month toward board service which includes:
 - Attending a month board meeting (2 hours)
 - Participating on a board committee (2 hours)
 - Reading materials, preparing for meetings (1 hour)
 - Attending events at the school, assisting with fundraising and other ambassador tasks as needed (1-2 hours)
6. Keep informed about the organization and its issues by reviewing materials, participating in discussions, and asking strategic questions.
7. Actively participate in one or more fundraising event(s) annually.
8. Use personal and professional contacts and expertise for the benefit of VIBE.
9. Serve as a committee or task force chair or member.
10. Give an annual financial contribution and support capital campaigns at a level that is personally meaningful.
11. Inform the Board of Directors of VIBE of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.

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Board Member Agreement

VIBE Board of Directors

I, _____ understand that as a member of the Board of Directors of VIBE I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the International High School of New Orleans (IHS), and I will act responsibly and prudently as its steward.

I have read, understand and am willing to comply with the Board of Directors Job Description and the Individual Performance Expectations that outline my responsibilities to the Board.

If I ever find myself in a situation where I am unable to fulfill these expectations I will resign from the Board.

In turn, the organization will be responsible to me in several ways:

1. I will be sent, without request, monthly financial statements and an update of organizational activities that allow me to act responsibly and prudently as a steward of IHS.
2. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a board member.
3. Board members and the Head of School will respond in a straightforward fashion to questions I have that are necessary to carry out my board and committee-related responsibilities to this organization.
4. Board members and the Head of School will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the Board Chair and Head of School to discuss these responsibilities.

Member, Board of Directors

Date: _____

Chair, Board of Directors

Date: _____

Head of School

Date: _____

VOICES FOR INTERNATIONAL BUSINESS AND EDUCATION (VIBE)

Job Description: Board Chair

Member of, Elected by, and Reports to: The VIBE Board of Directors

Supports: Head of School, International High School of New Orleans (IHS)

Term of Office: One year; renewable for one year with the approval by a majority vote of the board.

General Responsibilities:

The chair is the senior volunteer leader of the organization who presides at all meetings of the Board of Directors and other meetings as required. The Chair is an ex officio member of all committees of the organization. The Board Chair oversees implementation of board and organizational policies and ensures that appropriate administrative practices are established and maintained.

Specific Responsibilities:

1. Works with the CEO, other board officers, and committee chairs to develop the agendas for Board meetings, and presides at those meetings.
2. After the Board approves the membership of standing committees of the Board, recommends from the membership of each committee a person to serve as chair of the committee; and any recommendation so made shall only take effect upon the approval by a majority vote of the Board.
3. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
4. Works with the Board and paid and volunteer leadership, in accordance with the organization's bylaws and mission, to establish and maintain systems for:
 - Planning the organization's financial resources and setting priorities for future development.
 - Reviewing operational effectiveness and setting priorities for future development of the Board and IHS.
 - Developing and maintaining an effective board culture
 - Ensuring that legal and ethical standards are upheld
 - Hiring and evaluating the Head of School
 - Developing an effective pipeline of future leaders of the board
5. Helps to manage the development of the Board in order to help it work more effectively and efficiently.
6. Works with the Head of School, Board Officers, and Committee Chairs to develop both immediate and long-term goals and expectations for the board that support organizational priorities and governance concerns.
7. Communicates effectively with and supports the Head of School in his/her job as manager of IHS. In this capacity, focuses on ensuring that the Board governs rather than manages.
8. Works with the Committee Chairs and the Head of School to keep apprised of committee work and to ensure that committees have the resources needed to do their job. Also, works to ensure effective, efficient, and transparent communications between the committees and the Board.
9. Creates a safe environment for decision-making by inviting participation, encouraging varying points of view, and stimulating a frank exchange of ideas in an effort to provide shared decision-making.
10. Communicates with the Board effectively so the board information system focuses on decision-making, stimulates participation, and supports the balance of responsibility between board and staff as written in the Board Policy Manual.

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11. Links with major stakeholders when it is agreed that the Chair is the most appropriate person to represent the organization at a key meeting.
12. In general, perform all duties incident to the Office of the Chair and such other duties as may be required by law, by the board's governing documents, or which may be assigned to him or her from time to time by the Board.

Qualifications:

- Commitment to and energy to support the organization and its values; an understanding of the organization's mission and goals, and the distinctions between governance and management.
- Strong leadership skills to inspire a shared vision for the organization and for the Board's work. Stimulated by a commitment to the mission, the Chair should guide the Board toward articulating and committing to a commonly held perception of the future of the organization.
- Strong network of relationships within the greater community to leverage resources for the organization.
- Strong shared vision with CEO about school mission and goals for student achievement.
- Strong communication and facilitation skills and an understanding of group process.
- Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
- Decisiveness in order to tackle and resolve difficult issues and to keep the business of the Board moving.
- An ability and willingness to support, encourage, and develop a strong, entrepreneurial Head of School.
- Knowledge of parliamentary procedure and Robert's Rules of Order, and familiarity with the Board bylaws, policies, and procedures.
- Strong organizational skills.

Indicators of effectiveness:

- Meets annual goals as identified and adopted at the beginning of the leadership term, including specific goals for development.
- Is perceived by other board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on results.
- Is perceived by other board members as being an effective and transparent communicator and leader.
- Is perceived by the Head of School as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being fair, constructive, and representative of the interests of the broader school community.

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Job Description: Board Vice Chair

Member of, Elected by, and Reports to: The Board of Directors

Supports: The Chair

Term of Office: One year; renewable for one year with the approval of a majority vote of the board.

General Responsibilities:

The Vice Chair is the secondary volunteer leader of VIBE and as such, discharges the duties of the Chair as required in the Chair's absence. The Vice Chair supports the activities of the Chair including sharing responsibilities as appropriate.

Specific Responsibilities:

1. In Chair's absence:
 - Presides at meetings of Board of Directors
2. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
3. Assists the Chair by taking on responsibility as necessary for communication with Committee Chairs.
4. Supports and challenges the Chair in all his/her responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
5. Helps to represent the board in the community, especially at events at which the chair cannot attend.
6. Other duties as delegated by the Chair and the Board.

Qualifications:

- Commitment to and energy to support the organization and its values; an understanding of mission and goals, and the distinctions between governance and management.
- Strong leadership and collaborative skills to support the Chair and to offer alternative proposals in the interest of best serving the organization.
- Strong facilitation and communication skills and an understanding of group process.
- Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
- Decisiveness in order to tackle and resolve difficult issues and to keep the business of the board moving.
- Strong organizational skills.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
- Is perceived by other board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on results and student achievement.
- Is perceived by the Head of School as supporting and adding value to their work.

VOICES FOR INTERNATIONAL BUSINESS AND EDUCATION (VIBE)

Job Description: Treasurer

Member of, Elected by, and Reports to: The Board of Directors

Supports: Head of School, Chief Financial Officer, accountant or bookkeeper, and auditors as necessary.

Term of Office: One year; renewable for one year with the approval by a majority vote of the board.

General Responsibilities:

Provides direction for the financial management of the organization and facilitates the board in meeting its financial oversight responsibilities.

Specific Responsibilities:

1. Serves as Chair of the Finance Committee.
2. Provides direction for the oversight of the organization's record keeping and accounting policies.
3. Ensures the presentation of timely and meaningful financial reports to the board.
4. Ensures the development of an annual budget and its submission to the Board for its approval. Leads the monitoring of budget implementation.
5. Oversees development and board review of financial policies and procedures. With the Finance Committee, monitors the adherence to financial policies and procedures adopted by the Board.
6. Develops and monitors any investment policies adopted by the Board.
7. Ensures that assets are protected and invested according to board policy.
8. Leads the board in assuring compliance with federal, state, and other financial reporting requirements.
9. Presents the recommendation of the auditor to the Board for their approval. With the Finance Committee and the Head of School, reviews the results of the audit including the management letter, develops a plan for remediation, if necessary, and presents the results to the Board
10. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
11. Takes responsibility for designing an annual board education program so that all board members can effectively conduct oversight of the financial health of the organization.
12. In general, perform all duties incident to the Office of the Secretary and such other duties as may be required by law, by the board's governing documents, or which may be assigned to him or her from time to time by the Board.

Qualifications:

- The Treasurer must display a commitment to the organization and its principles, mission, and goals, and the distinctions between governance and management.
- A strong understanding of the record keeping, accounting systems, financial reports, and financial policies and procedures.
- An ability to focus on both the short-term and long-term financial health of the organization.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
- Is perceived by other board members as being transparent and efficient in delivering financial reports and as being aggressively protective of the integrity of the organization's fiscal management.
- Is perceived by the Head of School as supporting and adding value to their work.

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Job Description: Board Secretary

Member of, Elected by, and Reports to: The Board of Directors

Supports: Any volunteer taking meeting minutes in the absence or incapacity of the Secretary.

Term of Office: One year; renewable for one year with the approval by a majority vote of the board.

General Responsibilities:

Provides direction for the keeping of legal documents, including minutes of all meetings of the board.

Specific Responsibilities:

1. Record minutes at all regular meetings of the board.
2. Certify and keep at the principal office of the corporation the original, or a copy of, the by-laws and other board governing documents and policies, as amended or otherwise altered to date.
3. Keep at the principal office of the corporation or at such a place as the Board may determine a book of minutes of all meetings of the Board and meetings of committees. Minutes shall record time and place of meeting, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting and the proceedings thereof.
4. Present for approval by the Board of copies of all minutes of meetings of the board.
5. Ensure that all notices are duly given in accordance with the provisions of the by-laws, the Board Policy Manual, and/or as required by law.
6. In general, serves as the protocol officer of the board, ensuring that the keeping and posting of meeting minutes, meeting notifications, adherence to open meeting laws, and other procedural requirements are followed legally and ethically.
7. In general, perform all duties incident to the Office of the Secretary and such other duties as may be required by law, by the board's governing documents, or which may be assigned to him or her from time to time by the Board.
8. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.

Qualifications:

- A commitment to the organization and an understanding of the organization and its values, mission, and goals and the distinctions between governance and management.
- An understanding of the required record keeping and the laws of the State of Louisiana.
- A capacity for attention to detail.
- Good writing and administrative skills.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
- Is perceived by other board members as being an accurate and reasonable steward of the decision-making history of the organization and as being ever mindful of the duties and requirements of public service.
- Is perceived by the Head of School as supporting and adding value to their work.