



WESLEY INTERNATIONAL ACADEMY

“国际文凭学校 中文 男女分班”

AN INTERNATIONAL BACCALAUREATE WORLD PROGRAMME SCHOOL

WESLEY INTERNATIONAL ACADEMY Board of Directors Job Description

General Responsibilities

Responsible for ensuring that the academic program of Wesley International Academy 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 WIA 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 not drifting away from its original purposes.
 - Understand and support the mission statement of WIA.
- 2. Select the Executive Director**
 - Reach consensus on the Principal'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 Executive Director**
 - 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 Principal well in advance. (Executive Director's Evaluation Instrument, see attached)
- 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 organization.
- 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 WIA 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.
 - Provide for a written annual report and public presentation that details WIA'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 folder.
 - Conduct an annual evaluation of the full board and individual directors (Effective Director Form attached).



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WESLEY INTERNATIONAL ACADEMY Individual Director Performance Expectations

General Responsibilities

Each Director is responsible for actively participating in the work of the WIA 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 WIA 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 WIA
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. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair. Be aware of, and abide by the board's attendance policy.
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 WIA.
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 WIA 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 WESLEY INTERNATIONAL ACADEMY Board of Directors

I, _____ understand that as a member of the Board of Directors of Wesley International Academy 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 organization, 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 meet the "prudent person" section of the law.
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 Executive Director 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 Executive Director 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 Executive Director to discuss these responsibilities.

Member, Board of Directors _____ DATE: _____

Chair, Board of Directors _____ DATE: _____

Executive Director _____ DATE: _____