

Great Oaks Academy

Specific Roles and Responsibilities of the Great Oaks Academy Board of Directors No. 201

- I. The Great Oaks Academy Board of Directors is charged with four (4) primary duties:
 - A. To act in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and in the Academy's best interests, placing the school's mission and interests above self-interest.
 - B. To pursue the Corporation's best interest, placing the school's mission and interests above self-interest.
 - C. To act in accordance with the policies and bylaws of the school, policies of the authorizer, and all applicable laws.
 - D. To refrain from disclosing any information that is deemed non-public in accordance with the law, including but not limited to confidential attorney-client communications and private and confidential data under the Minnesota Government Data Practices Act

- II. Support the Executive Director and review his or her performance
The Board should ensure that the Executive Director has the moral and professional support he or she needs to further the goals of Great Oaks, including further professional development training. The Board should decide upon a periodic evaluation of the administrator's performance.

- III. Ensure effective organizational planning
As stewards of Great Oaks Academy, the Board is responsible for developing, approving, and overseeing the school's documented Strategic Plan and measurable metrics, and for updating it as necessary.

- IV. Manage resources effectively
The Board, in order to remain accountable to the Authorizer, parents and students, its donors, and the public, must approve the annual budget and ensure that proper financial controls are in place.

- V. Ensure adequate resources
One of the Board's foremost responsibilities is to ensure that there are adequate resources for Great Oaks to fulfill its mission. The Board and each individual Board member works in partnership with the Executive Director to raise funds from the community when necessary.

- VI. Determine and monitor Great Oaks' programs and services
The Board's role in this area is to determine policies that determine educational programs and services are the most consistent with the school's mission, and to monitor their effectiveness through regular committee meetings.

- VII. Monitor and ensure compliance with Department of Education regulatory statutes.
The Board should review school policies and programs to ensure compliance with state regulations.
 - A. Student Performance, Achievement, and Success.
 1. Regularly review school results related to student performance, achievement, and success.
 2. The Board has a basic understanding of educational strategies utilized by the school.

3. The Board can articulate a shared definition of student performance, achievement, and success.
4. The Board has a basic understanding of the assessments and accountability systems the school utilizes to assess and evaluate student performance, achievement, and success.
5. The Board understands the relationship between student performance, achievement, and success goals and the terms of the charter contract with the Authorizer.

VIII. Enhance Great Oaks' public image

Great Oaks' primary link to the community, including constituents, the public, and the media, is the Board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as generating support from important members of the community, are important elements of a comprehensive public relations strategy.

IX. Assess its own performance

It is the Board's responsibility to ensure that the total organization is effective in achieving its mission and efficient in using its resources. It should begin this annual discussion by evaluating its success as a board. By evaluating its performance in fulfilling its responsibilities, the Board can recognize its achievements and reach consensus on which areas need to be improved.

X. Commitment summary

The average time Board members dedicate to Board activities each month may fluctuate, depending on the season and needs of the school. Common tasks include attendance at official Board of Director Meetings, maintaining Board Training standards as defined by the Authorizer and State, and fulfilling responsibilities associated with either assigned officer or committee duties.

XI. Officers of the Board

- A. The Board Chair shall have the general responsibilities and duties usually vested in the office of the Chair, as prescribed in Minnesota Statute 317A.305, subd. 2
 1. Have general active management of the business of the corporation;
 2. Preside at all meetings of the Board of Directors, if present;
 3. See that orders and resolutions of the Board are carried into effect;
 4. Sign and deliver, or delegate the signing and delivering of, in the name of the Corporation, all deeds, mortgages, bonds, contracts, or other instruments requiring an officer's signature, unless otherwise directed by the Board;
 5. Perform such duties and exercise such responsibilities as are necessary or incident to the supervision and management of the business and affairs of the Corporation; and
 6. Have such other responsibilities and perform such other duties as are prescribed by the Board of Directors.
 7. Ongoing communication with the Board to ensure all requests and needs are properly placed in agenda.
- B. The Vice President shall:
 1. Act as the Chair of the Board in the absence of the President (Board Chair); and
 2. Have such other responsibilities and perform such other duties as may from time to time be prescribed by the Board of Directors or the Board Chair.

- C. The Treasurer shall:
1. Keep accurate financial records for the Corporation and accurate accounts of all monies of the Corporation received or disbursed;
 2. Deposit all monies, drafts and checks in the name of, and to the credit of, the Corporation in such banks and depositories as the Board of Directors shall from time to time designate;
 3. Have the power to endorse for deposit all notes, checks and drafts received by the Corporation;
 4. Disburse the funds of the Corporation as ordered by the Board of Directors, making proper vouchers therefore;
 5. Render to the Board Chair and the Board of Directors, whenever required, an account of all of transactions as Treasurer and of the financial condition of the Corporation;
 6. Perform such other duties and have such other responsibilities as may from time to time be prescribed by the Board of Directors, or the Board Chair; and
 7. Act as Board Chair in the absence of both the President and Vice President .
- D. The Secretary shall maintain records of the office of the Corporation and shall:
1. Attend all meetings of the Board of Directors and all committee meetings (when requested) or appoint an alternate member of the Board;
 2. Record all proceedings of the minutes of meetings of the Board of Directors;
 3. Maintain and preserve all records and documents of the Board of Directors, committees, and the corporation;
 4. Give or cause to be given notice of all meetings of the Board of Directors and committees;
 5. Perform such other duties and have such other responsibilities as may from time to time be prescribed by the Board of Directors or the Board Chair; and
 6. Act as board Chair in the absence of the President, Vice President and Treasurer.

Legal References:

Mn Statute 124E.07 § Subd. 6

Mn Statute 317A.305, subd. 2

Cross References:

Great Oaks Academy Bylaws

https://nces.ed.gov/nationsreportcard/about/organization_governance.aspx