



## **Board Member Position Description & Agreement**

### **Position**

Each member of the Board of Directors shall support the work of Uwharrie Charter Academy (UCA) and provide mission-based leadership and strategic governance. The Board acts as trustee of the organization's assets and ensures that the Charter Academy is well managed and remains fiscally sound. In doing so, the Board must exercise proper oversight of UCA's operations and maintain the legal and ethical accountability of its staff and volunteers. While day-to-day operations are led by the Charter Academy's Superintendent, the Board-Superintendent relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

### **Leadership, Governance and Oversight**

- Ensure that UCA complies with all applicable federal, state, and local laws and regulations and that it remains committed to its established mission.
- Put the interests of UCA before any personal or professional concerns and avoid potential conflicts of interest, which includes not participating in discussions and votes where you have a conflict of interest.
- Stay informed about what's going on in UCA by asking questions, requesting information and being a visible participant in school events/activities.
- Actively participate in organizational planning and decision-making and make sound and informed judgments by speaking if I have questions or concerns.
- Serve as a trusted advisor to the Superintendent as s/he develops and implements UCA's strategic plan.
- Review outcomes and metrics created by UCA for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings.
- Act in a fiduciary role by maintaining oversight of UCA's finances. Board Members must evaluate financial policies, approve annual budgets, and review periodic financial reports to ensure that UCA has the necessary resources to carry out its mission and remains accountable to its donors and the general public.
- Ensure confidentiality is maintained for all issues not subject to public review.
- Contribute to an annual performance evaluation of the Superintendent.
- Assist the Superintendent and Board Chair in identifying and recruiting other Board Members.
- Partner with the Superintendent and other Board Members to ensure achievement in the policies and practices of Uwharrie Charter School
- Serve on committees or task forces and take on special assignments.
- Represent UCA to stakeholders; acting as an ambassador for the organization.
- Understand our constituencies' needs and value to UCA, speak out for their interests, and on their behalf. Hold the organization accountable.
- Ensure UCA's commitment to a diverse Board and staff that reflects the communities UCA serves.
- Work in good faith with staff and other Board Members as partners toward achievement of our goals.

### **Fundraising**

UCA Board Members will consider UCA a philanthropic priority and make an annual financial contribution at a level that is meaningful to the Board Member so that UCA can credibly solicit contributions from foundations, organizations, and individuals by communicating that 100 percent of Board Members make an annual contribution to the Charter Academy.

## **Board Terms/Participation**

UCA Board Members will serve a three-year term to be eligible for re-appointment for one additional term. Board meetings will be held monthly. A significant amount of the Board's work is accomplished by committees; therefore, committee meetings will be held in accordance with the priorities of each individual committee, typically at least once per month. Board Members will attend at least 75 percent of board meetings and committee meetings.

## **Qualifications**

This is an extraordinary opportunity for an individual who is passionate about UCA's mission and progress. Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members. Service on UCA's Board of Directors is without remuneration. Ideal candidates will have the following qualifications:

- Active contributor within the communities served by UCA
- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of UCA's likenesses and differences within the Public School System and be able to articulate and advocate on behalf of UCA
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of UCA students and staff

## **UCA's Responsibilities to Board Members**

- Each Board Member will be given, without having to request them, financial reports and an update of organizational activities that allow the board member to meet the "prudent person" standards of the law. (The "prudent person rule," applied in many legal settings in slightly differing language, states that an individual must act with the same judgment and care as, in like circumstances, a prudent person would act.)
- Each Board Member will be offered opportunities to discuss with the Superintendent and Board Chair the organization's programs, goals, activities, and status; additionally, the Board Member can request such opportunities.
- UCA staff will help Board Members perform necessary duties by keeping Board Members informed about issues in the industry and field in which we are working and by offering opportunities for professional development as a Board Member.
- UCA staff will keep Board Members apprised of school activities and events so that Board Members may actively engage with UCA staff and other stakeholders.
- Fellow Board Members and staff will respond in a straightforward fashion to questions that are necessary for the Board Members to carry out their fiscal, legal, and moral responsibilities to UCA. Fellow Board Members and staff will work in good faith together toward achievement of our goals.

***If at any time I am not fulfilling my duties and commitments as defined in this document to UCA, I will expect the Board Chair to discuss my responsibilities with me. Consequently, if UCA does not fulfill its commitments to me, I can call on the Board Chair and Superintendent to discuss UCA's responsibilities to me.***

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Board Member Signature

Date

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Board Chair Signature

Date

*UCA to retain original; Board Member to receive copy.*

*UCA Board Member Position Description/Latest Revision Date June 2019*