

RWCS Governance Council New Member Packet

Approved October 16, 2018

This packet will serve as an introduction for prospective members of the RWCS Governance Council.

1. Governing Council Recruitment Process
2. Governing Council New Member Orientation
3. Duties and Expectations of Governing Council Members
4. RWCS Governance Council Member Commitment
5. NM School Board Association Code of Ethics

1. Governing Council Recruitment Process

Recruitment of new members is a shared responsibility of the RWCS Governance Council (GC), faculty, staff, parents and community members. Any of the aforementioned individuals may make a recommendation to the GC. Every effort will be made to select persons with diverse skills and backgrounds. The prospective member must:

- a) Attend a GC meeting to observe proceedings
- b) Submit a resume to the GC and receive the New Member Packet.
- c) Receive the RWCS Conflict of Interest Policy

Upon completion of the above steps, a determination will then be made by the GC as to whether the proposed applicant may fill a vacancy.

2. Governing Council New Member Orientation

The Chairperson, Director and Business Manager meet with the new member after s/he joins the GC to discuss the various roles and responsibility of stakeholders of RWCS. At this meeting the GC member signs the Governance Council Member Commitment, Affidavit of Governing Body Member, and Statement to Consult with PED, and provides a headshot and short bio for the RWCS website. The following are then made available for review:

RWCS Charter contract
RWCS Bylaws

RWCS Governance/Management Plan
RWCS Open Meetings Act resolution
RWCS Parent/Student Handbook
Governing Council contact information

Further in-house training for the purpose of on-boarding new members may include but not be limited to:

Training requirements
Previous six month's GC meeting minutes
NM School Boards Association member handbook
NM Coalition for Charter Schools Board University book
Charter Schools Act
Directors and Officers insurance
Most recent audit, site visit,
PED board evaluation
School report card
Governance Council cyclical calendar

The new member agrees to complete seven (7) hours of Introductory Training from PED within two months of joining the Council, and report completion of this training to the Business Manager.

3. Duties and Expectations of Governing Council Members (For a complete description, please refer to the RWCS Bylaws and Governance/Management Plan)

Responsibilities of Governing Council

The RWCS Governance Council commits itself and its members to ethical, businesslike and lawful conduct including proper use of authority and appropriate decorum when acting as GC members. The Governing Council's primary charge is to ensure that all necessary resources are available to accomplish the mission and goals of RWCS. The GC makes decisions as a body and by majority vote of its members. All decisions and operations of the GC are made with the understanding of its fiduciary responsibility to the public for achieving the educational goals set forth in the charter, for the financial health of the school, and for conforming to all applicable state and federal law.

Finance

Ensure that school resources are effectively and efficiently utilized through proper oversight of the school's budget. Require and evaluate the quarterly reports of the Director and Business Manager to insure financial responsibility and adherence to generally accepted standards of fiscal management. Consider the Business Manager's written requests for budget adjustments in a timely manner. Encourage the public confidence in the school's financial standing by regularly reporting on the school's financial affairs. Review and approve the school's budget. Participate in the annual exit

interview of the school's audit and insure that any findings or audit concerns are promptly addressed.

Personnel

The GC hires the school's Director. It then makes assignments to the Director, monitors the Director's performance, and advises the Director on policy implementation as requested. The GC or its designee will complete a formal performance appraisal of the Director annually. The GC makes recommendations upon final hiring decisions by the Director, approves salary scales, and authorizes job descriptions for other school personnel. The GC approves the personnel policies for the organization.

Evaluation and Assessment

The GC monitors and performs ongoing assessment of the school and its programs, partnerships, and personnel. GC also routinely assesses its own performance.

Planning

GC members approve short- and long-range plans for the school. They then monitor the effectiveness of the school's programs and implementation to see if the school has met the goals outlined in the plans.

Governance Council Development

The GC selects new members and adopts procedures to see that the school's needs are met and that excellent GC Members are selected and continue to serve. The GC engages in trainings that develop their skills and knowledge of Governance, Expeditionary Learning, education, and other issues that will benefit the school.

Public Relations

GC Members are public advocates of the school, are aware of the school's activities and encourage participation in appropriate activities by the community. GC Members actively cultivate a positive public image for the school.

Roles of Officers (See bylaws for specific duties)

The Chairperson convenes and facilitates meetings with the Director and confirms meeting agendas of the organization. Along with the Director, Chairperson oversees the work of the Business Manager, co-signs checks, authorizes purchase orders, creates draft budgets, recommends budget adjustments, approves financial reports to the GC, and maintains regular communication between these personnel and the GC.

The Vice-Chairperson assumes the duties of the Chairperson in his or her absence, or upon his or her death or resignation.

The Secretary either takes minutes at GC meetings or approves the minutes if taken by another individual, and is responsible for all official correspondence. The Secretary is responsible for delivering minutes of a meeting to all GC Members within two days of the meeting.

4. RWCS Governance Council Member Commitment

The Three Fundamentals:

- I. Inasmuch as the Governing Council is responsible for everything that goes on at RWCS – through its own actions and those it delegates to others – The GC has the responsibility to fulfill this obligation.
- II. The quality of education at a charter school, and therefore Roots and Wings, depends upon a professional and well functioning Council.
- III. In support of the first two fundamentals, members honor others by being punctual, prepared, consistent in their contribution, and committed to the school and its mission.

The Commitment:

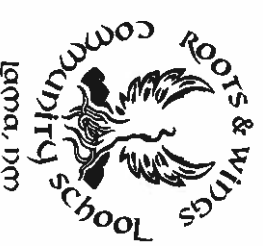
The Governing Council is grateful to those who serve. For it's part, the GC commits this open statement of responsibilities in advance so a prospective member may join with full understanding of those responsibilities.

I, the undersigned, agree to and understand the responsibilities of a GC member as follows:

- i. The time commitment to include each year:
 - six to eight hours per month on average, which includes a two hour GC meeting
 - one all day GC Retreat
 - ten hours of federally mandated GC training in the first year, and eight hours yearly thereafter
 - occasional special GC meetings when the workload necessitates, rarely more than two per year
- ii. I agree to participate on one sub-committee on an ongoing basis, whether ad hoc or a standing committee.
- iii. I agree to timely follow-through on assignments given to me by the GC
- iv. I agree to review all documents made available to me before each GC meetings
- v. I have read and understand the current Bylaws of RWCS with regards to meeting attendance requirements and term limits listed in Article VII.
- vi. I have read the Conflict of Interest Policy and agree to its terms
- vii. I will respect the confidentiality appropriate to issues of a sensitive nature

Governance Council Member Signature

Date



**Thank you for being a part of Roots and Wings Community
School!**
