



Big Sur Charter School Board of Trustees Job Description

The Board is responsible for establishing broad policies and overseeing high-level decisions that affect the School, including:

- Engaging in ongoing evaluation and monitoring of school programs and operations to ensure the school is faithful to the mission and values of the charter.
- Hiring, overseeing, evaluating, and supporting the School Director.
- Developing, adopting and maintaining policies as required by state or federal law.
- Working collaboratively with the School Director to create measurable goals and strategies to ensure school is achieving the desired academic outcome.
- Monitoring the operational budget and finances for long-term viability.
- Seeing that adequate funds are secured for the operating and capital needs of the school.
- Developing and implementing a fundraising plan.
- Providing for an independent annual audit by a qualified CPA.
- Ensuring that the school has adequate insurance to cover students, staff, visitors, the board and the asset of the school.
- Provide for a written annual report and public presentation that details the school's mission, programs, financial condition, and progress made towards meeting charter goals.
- Follow the by-laws and adopt policies to ensure that the school is run effectively, legally, and ethically.
- Ensure compliance with all federal state and local government regulations.
- Recruit prospective board members and provide new member orientation.
- Engage in ongoing board training and conduct an annual evaluation of the full board and individual trustees.

Commitment:

- Prepare for and attend 12 regular evening board meetings every year, as well as one full-day Board retreat, scheduled committee meetings, and important school events;
- Be available by phone or email as needed; respond to calls and emails in a timely manner; and
- Participate on at least one Board committee.
- Serve as ambassador, advocate and community representative of the school.

Qualifications:

- Leadership experience
- Excellent interpersonal skills with the ability and inclination to work collaboratively with individuals from a variety of backgrounds
- Strong verbal and written communication skills

We are especially seeking individuals with any of the following areas of expertise:

- Real estate acquisition and development, including project financing
- Fundraising for non-profit organizations
- Accounting and finance
- Designing, delivering and evaluating an academically rigorous education program
- Attracting, developing and retaining educators