

University Laboratory School (ULS) Governing Board Member Expectations and Agreement

General Responsibilities:

Each Governing Board member is responsible for actively participating in the work of the ULS Governing Board and the life of the school. Each Board member is expected to affirm and strive to fulfill the performance expectations outlined below. In addition to the responsibilities below, Board members are expected to help each other fulfill the tasks outlined in the "Responsibilities of the ULS Governing Board."

Specific Responsibilities:

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of the University Laboratory School.
2. Work with fellow board members to fulfill the obligation of board membership.
3. Behave in ways that clearly contribute to the effective operations of the Governing Board:
 - a. Focus on the good of the organization and group, not on a personal agenda.
 - b. Support board decisions once they are made.
 - c. Participate in an honest appraisal of one's own performance and that of the board.
 - d. Build awareness of and vigilance towards governance matters rather than management.
4. Regularly attend board and committee meetings in accordance with the absenteeism policy. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair.
5. Be prepared to contribute approximately 8–10 hours per month towards board service which includes:
 - a. Attending a monthly board meeting
 - b. Participating on a board committee
 - c. Reading materials, preparing for meetings
 - d. Attending events at the school, assisting with fundraising and other ambassador tasks as needed
6. Keep informed about the school 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 the University Laboratory School Governing Board.
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 Governing Board of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation.

Board Member Agreement:

I, _____, understand that as a member of the Governing Board of the University Laboratory School, I have a legal and moral responsibility to ensure that the board and the school does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the University Laboratory School, and I will act responsibly and prudently as its steward.

I have read, understand, and am willing to comply with the “Responsibilities of the University Laboratory School Governing Board” and the Individual Performance Expectations, noted in the responsibilities statement and above, 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 Governing Board will be responsible to me in several ways.

1. I will be sent, without request, regular financial statements and an update of school and board activities that allow me to meet the “prudent person” section of the law.
2. The Board will help me perform my duties by keeping me informed about issues in the charter school field, and by offering me opportunities for professional development as a board member.
3. Board members and the School principal will respond in a straightforward fashion to questions I have that are necessary to carry out my board and committee-related responsibilities.
4. Board members and the School principal will work in good faith with me towards achievement of our goals.
5. If the Board does not fulfill its commitments to me, I can call on the Board chair and School principal to discuss these responsibilities.

Member, Governing Board

Date

Chair, Governing Board

Date

Principal, University Laboratory School

Date

Adopted: November 21, 2013