



GCA Board Member Job Description

The Mission of Greenwood Christian Academy is to pursue academic, spiritual, and extra-curricular excellence in a Christ-centered community. The desired result is that young men and women pursue Christ-centered living and follow God's call upon their lives.

The Primary Products of Trustees

1. **Ends:** Development of explicit governing policies or "Ends" policies
2. **Limitations:** Assuring executive performance through "Ends" policies and "Executive Limitations."
3. **Linkage:** Establishing the organization's linkage to the ownership.
4. **Governance Process:** Establish guidelines for the accountability, evaluation and board conduct.

Job Description

As the highest leadership body of the organization and to satisfy its responsibility for integrity of governance and its fiduciary duties, the Board is responsible for:

- determining the mission, recipients and purposes of the organization,
- strategic and organizational planning,
- ensuring strong fiduciary oversight and financial management,
- selecting and evaluating the performance of the head of school as he operates within explicit delegation of authority to budget, administer finances and compensation, establish programs, maximize fundraising and resource development, and otherwise manage the organization,
 - establishing the results, recipients, and acceptable costs of those results that justify the existence of Greenwood Christian Academy,
 - examining monitoring data and determining whether the head of school has used reasonable interpretations of board-stated criteria,
- enhancing the public image of Greenwood Christian Academy, and
- assessing its own performance as the governing body of Greenwood Christian Academy, including
 - setting the work plan for the Board for the year and the agenda for each meeting, and
 - determining board training and development needs.

Each individual board member is expected to:

- know the mission, policies, programs and needs of Greenwood Christian Academy,
- serve as active advocates and ambassadors for Greenwood Christian Academy and fully engage in identifying and securing the financial resources and partnerships necessary for Greenwood Christian Academy to advance its mission,
 - leverage connections, networks, and resources to develop collective action to fully achieve the mission of Greenwood Christian Academy,
 - help identify personal connections that can benefit the fundraising and reputational standing of Greenwood Christian Academy, and can influence public policy, and
 - give a meaningful personal financial donation annually.
- prepare for, attend and conscientiously participate in board meetings,
- participate fully in one or more committees,
- faithfully read and understand the financial statements of Greenwood Christian Academy,
- follow the bylaws, policies and board resolutions of Greenwood Christian Academy,
- sign an annual conflict-of-interest disclosure and update during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings, and
- maintain confidentiality about all internal matters of Greenwood Christian Academy.