

Mission-Directed Governance Board of Trustees/Head of School Roles

Drafted January 2016, Board Approved March 2016

The Board of Trustees

- protects and advances the mission statement, vision, core values, graduate characteristics, and nonnegotiables
- writes and sets policy, establishes a list of items that are to be brought directly to the board of trustees
- promotes mission-directed governance that focuses on the big picture
- functions and governs as a unit, a group of trustees focused on advancing the school
- completes work at the committee (ad hoc, executive, finance) and board of trustee level
- sets and communicates the strategic direction of the school, seeking measurement of initiatives and providing adequate time, funding, and people to fulfill the vision
- sets goals for each standing committee and any possible ad hoc committee
- learns from spotlight reports and makes decisions based on those reports
- adjusts the board of trustees policy manual as needed, governing through written policies, reviewing the board of trustees policy manual at least annually
- evaluates its only employee, the head of school, providing accountability and authority, basing evaluation on the degree to which the mission, strategic plan, school improvement plan, and board goals were achieved
- empowers the head of school to complete his/her work through ad hoc committees or other means
- redirects parent/constituent concerns and questions to the proper parties
- makes decisions based on the mission statement, board of trustees policy, and the strategic plan
- intentionally recruits trustees to fill vacant spots
- completes the following tasks at each board of trustees meeting: devotions, approving minutes, consent agenda, spotlight reports, standing committee questions, strategic plan assessment, prayer and praise
- evaluates programs through review of spotlight reports, the school improvement plan, and the strategic plan
- evaluates their work on a yearly basis
- fulfills the board code of ethics
- is led by the board of trustees president

Area	Board of Trustees	Head of School
Long-term goals (more than 1 year)	Approves	Recommends and provides input
Short-term goals (less than 1 year)	Monitors	Establishes and carries out
Day-to-day operations	Advises	Makes all management decisions

The Head of School

- leads the school in advancing the mission, overseeing all parts and operations, assigning authority to others as needed and organizing ad hoc committees to help with the task
- completes tasks either directly or indirectly through assigning authority to others
- serves as the chief operating officer, chief executive officer, educational leader, and organizational leader
- provides the board of trustees with draft policy, procedures, and suggested directions for approval
- fulfills leadership goals and priorities established by the board of trustees
- is accountable to the board of trustees for every aspect of the school to ensure student learning and faith nurturing
- is a non-voting member of all standing committees
- provides information to the board of trustees through written/oral reports or inviting faculty/staff to board of trustees meetings
- provides for the evaluation, supervision, support, and growth of all school employees
- carries out the strategic plan, the school improvement plan, and directives of the board of trustees
- operates the school in consistent alignment with school policies
- writes administrative policies and procedures to carry out the work of the school
- initiates visionary proposals and projects
- promotes accountability by establishing clear goals, criteria for measurement, and timelines
- serves as spokesperson for the school