

# Application Guidelines/Submission Process for Prospective Board Members:

## Requirements:

- Understand and agree to the responsibilities of a Board Member (page 2)

## Process:

- Application Submission
- After application review: meeting with the Director and a Board Member to review expectations with the candidate
- At discretion of outcome of the pre-requisite meeting: Interview in an open board meeting
- Consideration at a subsequent board meeting

## Application packet to include:

- Resume
- Letter of Interest with a statement that indicates understanding of responsibilities
- 1-3 References
- Completion of Questionnaire

## Questionnaire:

1. How does the current term of the position fit in with your other responsibilities?
2. What skills do you believe you possess that would benefit the governance practices of a school board?
3. Do you have any previous experience on a non-profit board?
4. Have you had to deal with any legal or compliance oversight issues in past positions that would benefit our board?
5. What is your relationship with the school district or any organizations or any potential vendors that the school may work closely with and how will you manage that relationship?
6. Do you have any foreseeable conflicts of interests?
7. Do you have any foreseeable conflicts in relations to the times meetings are held?

## Interview Questions:

1. Why do you want to serve on the board?
2. What is your understanding of a Charter School?
3. What makes our school's mission powerful for you and what interests you most about our organization?
4. What do you believe the role of a board member should be?
5. Have you reviewed and would you agree to the responsibilities of a Kavod Board Member?

## Understanding of the Responsibilities of a Kavod Board Member:

I understand that my duties and responsibilities include the following:

- Understand what a charter school is and how charter schools are different than traditional public schools.
- Understand and articulate the mission and vision of Kavod and promote it positively in the community.
- I understand that the authority rests with the Board as a whole and not with individuals, that the role of a board member is to work effectively as a team-member of the board and will represent the unity of the organization above my personal beliefs. I understand that no board member represents her/himself as speaking on behalf of the Board unless specifically authorized to do so.
- I understand it is my responsibility to read all the board materials and be prepared for board meetings.
- I understand that it is my responsibility to act on behalf of the betterment of the Kavod program.
- I will participate in board retreats and subcommittee as requested.
- I will act with the care and loyalty required of board members, and put the interests of the organization first. I will observe the organization's conflict-of-interest policy in letter and spirit, taking care to disclose publicly any conflicts that arise in the course of my business or the organization's, and to recuse myself from decisions that create or appear to create a conflict of interest for me.
- I will direct parents at Kavod who come to me as a board member to their parent representative.
- I understand the importance of having a good working relationship with the Executive Director.
- I will be accessible, at least by phone or e-mail, to staff and other board members as needed.
- I will maintain the confidentiality of all issues pertaining to the school and will maintain confidentiality upon exiting my role as a board member
- I understand that attendance at all regular and special board meetings is expected and will actively participate in proceedings.
- I will attend at least two school events each year.
- I will attend Mesiba, or other such fundraiser each year.
- I understand that I may not serve in any other capacity at Kavod beyond board member, or participate in/on a non-board approved committee, unless it has been approved by board
- I will give what is for me a significant donation. I may give this as a one-time donation each year, or I may pledge to give a certain amount several times during the year.
- I understand that the term is a two-year period.
- I will complete the 700 conflict of interest forms in a timely manner and upon assuming and ending my term, regardless of the reason my term ends.
- I will use Kavod accounts that I am provided with care and will relinquish passwords upon exiting office.