

Board of Trustees – Trustee Job Description

The River Valley Charter School Board of Trustees (BOT) is the governing body of the school, and is ultimately responsible for the success of the school. It is a unique entity empowered by the state that is a hybrid between a district school committee and a non-profit board of trustees. The board sets policy for the school and is accountable directly to the Massachusetts Department of Elementary and Secondary Education to ensure that RVCS continually meets the terms of its charter. The BOT hires a Director, who in turn hires the staff of the school. Working through the Director, the Board ensures that all laws and regulations are being followed and that day-to-day operations are consistent with the mission of the school. In consultation with the Director and staff, the board develops and approves the annual budget and long-term capital budget for the school. The BOT is also responsible to raise supplemental funding for the school via an annual giving campaign. The BOT does most of its work through a number of standing committees.

Responsibilities of the BOT:

- Hire a Director to lead the school
- Set policy to fulfill the school's mission and ensure long term viability of the school
- Working through the Director, ensure academic excellence, uphold the charter, and ensure successful charter renewal every 5 years
- Working through the Director, ensure compliance with all applicable laws and regulations
- With the Director and staff, determine and approve the annual budget, and monitor budget compliance throughout the year; ensure the long-term fiscal health of the school through sound fiscal practices
- Ensure that the school has adequate physical facilities to fulfill its mission
- Raise money for the school to supplement state charter school tuition payments

Responsibilities of a Trustee:

- Duty of Care – uphold fiduciary responsibility as a trustee; be diligent about Board responsibilities, and make decisions carefully and based on complete information
- Duty of Loyalty – to the School and the BOT; the interests of the school must come before the interests of any individual; trustees must not profit personally based on their involvement with the school
- Avoid conflicts of interest in carrying out duties as trustee – comply with regulations and financial reporting requirements of Massachusetts State Ethics Commission.
- Attend and participate fully in monthly BOT meetings and the annual Board retreat; come prepared to each meeting having read the agenda, committee reports, and any background information that was distributed
- Actively participate in at least one BOT committee, by regularly attending meetings and completing committee assignments by the agreed dead line
- Be an active participant in the school's fund raising efforts, and contribute to the RVCS annual giving fund each year
- Be an ambassador for the school in the community – promote and support the school and its mission

- Actively support the Director of the School, and demonstrate that support to the school community
- Promote and maintain the public nature of Board business, but be discreet in discussions outside of Board meetings, especially as it relates to areas of disagreement within the Board.