# Avalon Academy Board of Trustees

# Roles and Responsibilities

# Individual Trustee Responsibilities:

# Review and be familiar with the bylaws and any other organizational documents that may be drafted (i.e. committee charters)

* Commit to a minimum (1) year term on the Board
* Prepare for, attend, and actively participate in all Board meetings
  + Regular meetings to occur once per month
  + Special meetings will be called as needed
  + If a trustee cannot attend a meeting, he/she is expected to notify the Secretary or Chairman via email or phone prior to the meeting
  + If a trustee attends less than 50% of meetings or misses 3 consecutive meetings, he/she shall be automatically removed from the Board
* Maintain communication with the Board when needed, including prompt responses to emails requiring Board input
* Fully disclose and avoid any conflicts of interest
* Be alert to community concerns or developments that are impactful to Avalon Academy and should be considered by the Board
* If able, make an annual financial gift to Avalon Academy
* Serve on at least one committee or task force established by the Board
* Assist the full Board in carrying out its responsibilities (as set forth below)

# Full Board Responsibilities:

# Determine and document Avalon Academy’s mission and purpose

* Take reasonable care when making decisions for Avalon Academy (duty of care)
* Act in the best interest of Avalon Academy (duty of loyalty)
* Act in accordance with Avalon Academy’s mission (duty of obedience)
* Advocate on behalf of Avalon Academy in the community
* Hire, supervise and evaluate the Executive Director
* Hire and evaluate the Assistant Director(s)
* Approve any major contracts, expenses and decisions (including leases and loans, if any)
* Review and approve annual budget and school calendar
* Ensure documentation and filings (Form 990) are current to maintain 501C3 status (non-profit)
* Ensure Avalon is in compliance with terms of lease, including required insurance
* Develop and implement strategic plan for Avalon Academy
* Monitor and enhance existing programs and services
* Ensure legal and ethical standing of Avalon Academy
* Steward existing assets of Avalon Academy for the benefit of the public
* Participate in fundraising and community outreach efforts for Avalon Academy
* Recruit new trustees when the Chairman requests such assistance
* Approve the distribution of any newsletters or other communication with parents, staff and/or the community at-­‐large (can be delegated to the Executive Committee)

Avalon Academy Trustee Agreement

I, , have reviewed the list of Individual Trustee Responsibilities and Full Board Responsibilities attached hereto and hereby agree to

(i) serve on the Board of Trustees of Avalon Academy, and (ii) fulfill all such responsibilities to the best of my ability.

By:

Date: