

# THOMAS A. EDISON CHARTER SCHOOL

## Board Members Roles and Responsibilities

As board members of Thomas A. Edison Charter School, we have articulated the following expectations for ourselves and for one another:

To review Board meeting material before each meeting and stay informed about what is going on in the organization and its programs. To ask questions and requested information. To participate in and take responsibility for making decisions on issues, policies and other board matters.

To attend board meetings regularly

To participate on at least 1 committee

To participate in special events

To act in the best interest of the organization, and to excuse self from discussions and/ or votes where there may be a conflict of interest.

To work in good faith with other board members as partners towards achievement of our goals.

We each understand that if any one of us is unable to fulfill these responsibilities to Thomas A. Edison Charter School, we will be contacted by the board chair, or his/her designee, to explore our continued involvement as a board member.

## Thomas A. Edison Charter School BOD Committees

**Finance Committee** – this committee is responsible for the financial oversight of the Thomas A. Edison Charter School and functions as a subcommittee of the Permanent Board.

### Primary Duties:

- Review and oversee the presentation of monthly financial statements to the Board
- Works in conjunction with staff to develop a draft budget for review and adoption by the Board each year
- Consults with staff regarding financial matters
- Annual audit of the financials

**Personnel Committee** – this committee is responsible for human resources including maintaining and implementing personnel policies and procedures and functions as a subcommittee of the Permanent Board.

### Primary Duties:

- Personnel Policies and Procedures
- Hiring and Termination Policies
- Ensuring employees receive annual evaluations
- Review of all Terminations

**Operations Committee** – this committee is responsible for building maintenance, expansion and structural issues and functions as a subcommittee of the Permanent Board.

### Primary Duties:

- Review building maintenance issues
- Capacity Planning

**Audit Committee** – this committee is responsible for ensuring all groups involved in the financial reporting and internal controls process understand their roles; gain input from the external auditors and outside experts when needed; and safeguard the overall objectivity of the financial reporting and internal controls processes.

### Primary duties:

- Review internal control processes
- Provide proactive oversight of potential risks to the Board of Directors

**Executive Committee** – this committee consist of the Permanent Board Officers

**\*\*\*Please keep in mind that all final decisions are made by the Permanent Board\*\*\***

