

## Board of Directors

*All employees and volunteers at Twin Peaks work together to fulfill the Twin Peaks Mission Statement. The items listed in this description provide structure to the responsibilities and accountabilities for this position. Metrics will be developed for this position based on the description below. Twin Peaks however expects to employ professionals who will work beyond job descriptions creating both fulfilling career environment and successful outcomes for our students. Values we hold high include: trustworthiness, honesty, diligence, open communication, fairness, and politeness, and we expect to see them evidenced in our staff, parents and students.*

### **Role Definition:**

Board of Director members represent the parents and are responsible for school governance. Members in conjunction with the principal establish and maintain the school wide strategic plan. Members are responsible to monitor and report to the TPCA community, SVVSD and State regarding school progress and performance. Members must exhibit a high standard of character as they carry out their role. The principal reports to the Board of Directors.

### **President**

*General:* Ensures the effective action of the board in governing and supporting the organization, and oversees board affairs. Acts as the representative of the board as a whole, rather than as an individual supervisor to staff

*Community:* Speaks to the media and community on behalf of the organization; represents TPCA in the community.

*Meetings:* Develops agendas for meetings in concert with the Principal. Presides at board meetings

*Committees:* Coordinates individual board member assignments. Makes sure each committee has a chairperson, and holds board representative/committee chairpersons accountable to meet school objectives.

*Principal:* Coordinates board discussions on evaluating the executive director.

*Board Affairs:* Ensures that board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members.

### **Vice President**

*General:* Acts as the president/chair in absence of the president; assists the president on the above or other specified duties.

*Election:* Responsible to run the annual and special board of directors elections per policy.

*Special Responsibilities:* Frequently assigned to a special area of responsibility including annual and special board elections.

## **Treasurer**

*General:* Manages the board's review of, and action related to, the board's financial responsibilities. Works with Business Manager in developing, maintaining and implementing financial procedures and systems.

*Reports:* Ensures that appropriate financial reports are made available to the board. Regularly reports to board on key financial events, trends concerns, and assessments of fiscal health.

*Finance Committee:* Chairs the Finance Committee and prepares agendas for meetings, including the year-long calendar of issues.

*Auditor:* Recommends to the board whether the organization should have an audit. If so selects and meets annually with the auditor in conjunction with the Finance Committee.

*Cash Management and Investments:* Ensures, through the Finance Committee, sound management and maximization of cash and investments.

## **Secretary**

Maintains records of the board and ensures effective management of organization's records.

Coordinates, with the Secretary to the Board, the management and distribution of the board meeting minutes.

Monitors SVVSD policy changes and brings them to the attention of the TPCA Board.

## **Responsibilities**

Govern the school

Establish the objectives for the principal and school

Demonstrate leadership by embracing the spirit of voluntarism

Sufficient advance preparation and active participation at meetings

Regular attendance at Board meetings (typically twice a month)

Volunteers for and willingly accepts assignments and completes them thoroughly and on time.

Is sufficiently familiar with TPCA Policy, SVVSD Policy and C.R.S. to note applicability during meetings.

Builds a collegial working relationship that contributes to consensus.

Active participation in ensuring performance in the interests of the members

Define, as goals, the essential deliverable products and services

Responsible for developing and executing a school wide strategic plan

Responsible for at least one board committee

Develops a parent committee chair (Is the chair for the Finance Committee)

Attends other member's committee's meetings when topics are of importance to the TPCA community.

Attends school performances whenever possible  
Monitors financial planning and financial reports  
Participates in fundraising for the organization

**Requirements**

Parent of a student at TPCA  
One member allowed from the SVVSD district at large.

Revised 2-23-06 and changed from T-GCA-E-20 to T-GCA-E-19