

# Taos Integrated School of the Arts Governing Council Job Description

## **General Responsibilities:**

The Governing Council is responsible for ensuring that the academic program of Taos Integrated School of the Arts (TISA) is successful, that the school's program and operation are faithful to the terms of its charter, and that the school is a financially viable organization.

## **Specific Responsibilities:**

1. Keep the mission and purpose of TISA clearly in focus
  - Periodically review the mission statement which:
    - a. Serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
    - b. Is used as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purposes.
  - Understand and support the mission statement.
  
2. Select the School Director
  - Reach consensus on the School Director's job description.
  - Undertake a careful search process to find the most qualified individual.
  - Oversee and approve contract negotiation and renewal.
  
3. Support and review the performance of the School Director
  - Provide frequent and constructive feedback.
  - Assist when board members overstep prerogatives or misunderstand their roles.
  - Compliment for exceptional accomplishments.
  - Provide for an annual written performance review with a process agreed upon with the School Director well in advance.
  
4. Ensure adequate resources
  - Approve fundraising targets and goals.
  - Assist in carrying out facilities development plan.
  
5. Manage resources effectively
  - Approve the annual budget.
  - Monitor budget implementation through periodic financial reports.
  - Approve accounting and personnel policies.
  - Provide for an independent annual audit by a qualified CPA.
  - Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the school.
  
6. Approve school policies
  - Determine if school policies presented by the School Director, as well as, policies created by and/or for the Governing Council, are consistent with the mission and the charter and beneficial to the student

population.

- Monitor progress in achieving the policies' outcomes and goals.

#### 7. Enhance TISA's public standing

- Serve as ambassadors, advocates and community representatives of the school.
- Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.
- Provide for a written annual report and public presentation that details TISA's mission, programs, financial condition, and progress made towards charter promises.
- Approve goals of an annual public relations program.

#### 8. Ensure legal and ethical integrity and maintain accountability

- Establish policies to guide the school's board members and staff.
- Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
- Adhere to the provisions of the school's bylaws and articles of incorporation.
- Adhere to local, state and federal laws and regulations that apply to the school.
- Ensure compliance with all federal state and local government regulations.

#### 9. Recruit and orient new board members and assess board performance

- Define board membership needs in terms of skill, experience and diversity.
- Cultivate, check the credentials of and recruit prospective nominees.
- Provide for new board member orientation.
- Conduct an annual evaluation of the full council and individual members.

#### 10. MEMBERSHIP COMPONENTS AND QUALIFICATIONS

Due to the nature of the responsibilities of a Board of Finance, TISA will seek to recruit community members who have finance, business, law and/or school leadership experience. At any time, only two (2) parents of TISA students may be members of the Council.