

# PROCEDURE

## Title: ADVISORY BOARD/BOT STRUCTURE and GUIDELINES

	PREPARED BY	CHECKED BY	APPROVED BY		
Name	Executive Director	Rim Kabbara	SMT		
Position	Executive Director	Executive Director	SMT		
Prepared	SY 2016-2017	Reviewed	SY 2019-2020	Valid until	SY 2020-2021

### Who can serve as an Advisory Board member?

- **Advisory Board members** are current parents, and members from the wider community who demonstrate commitment to the School and an understanding of the school mission and practices. They should represent a range of professional expertise and skills needed to advance the work of the board through committees.
- Two parents at least to be voted for as Advisory Body
- One Member from the PTA
- Two members at least from the wider community
- The Principal
- The school SMT
- Sub committees/ special board meeting may include staff representative / student representative (student council) - as required.

### Roles and Responsibilities:

#### Board Members:

- The board acts as a support body for the school.
- The Board is mainly involved in long range issues (rather than day to day operations).
- Board members must exercise due care in all dealings with the school and its interest.
- They are committed to the school, thoughtful and circumspect in determining their positions on a wide variety of issues.
- They communicate openly, fairly and consistently with the Principal and staff members.
- They act as a link between the school and parents, and the community in regards to specific issues addressed by parents.
- They may support school during events and activities through special sub- committees and PTA.
- Provide feedback and evaluate school performance to meet its' mission and goals.
- Conflicts of interest, including the appearance of conflicts of interest, must be avoided. This includes personal conflicts of interest or conflicts with other organizations with which a board member is connected.
- Coordinates its communication with the principal and the SMT to avoid confusion and conflicts.
- Attend meetings; respond to emails and phone calls.
- Understands the role of a board member and acts accordingly.

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- Have the willingness to work hard on behalf of the school.
- Understands and respects the workload of the staff.
- Board also needs a balance of specific skills and experiences to make sure that all the board's responsibilities are being met, and that the important business of preparing students for life beyond school is being done really well. Some of those skills are: passion, energy, people skills, honesty and integrity.

#### Election and Meeting of the Board:

- Election and recruitment will take place in September / October of each academic year
- Parents and community members will be invited to submit their application to be a board member at the beginning of the academic year.
- Parents may express their interest earlier.
- Selection of the board leader and board members will be set after receiving all applications.
- Meetings of the board take place on the last Thursday of each month, starting from the month of October.
- Sub-committee meetings may take place as needed.
- Meeting agenda to be prepared and sent to board members before the meeting.
- Meeting minutes will be recorded for each meeting and signed by all attending members.
- Board members will be between 5-8.
- Board meetings will be held at the presence of over half of the members.

Approved by:

CEO- Principal