

**NOVA CLASSICAL ACADEMY**  
**MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS**

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**POLICY NP 202:**

**EXPECTATIONS AND OBLIGATIONS OF BOARD MEMBERS**

**I. PURPOSE**

The purpose of this policy is to define the responsibilities of all board members.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of the board that utilizing informed and responsible board members is critically important to the continued success of Nova Classical Academy.

**III. OBLIGATIONS**

Each individual board member shall:

- Uphold the mission of the school;
- Come to meetings well-prepared and informed;
- Support the school by attending school events and participating in school activities;
- Respect confidentiality;
- Understand the long-range effects of decisions;
- Support the decisions made by the Board;
- Follow all Nova policies, relevant state statutes, and other applicable laws including following the open meeting law;
- **Align decisions with the Strategic Plan;**
- Maintain up-to-date knowledge of activities;
- Visit the school to see its impact first-hand;
- Act in the best interests of the school as a whole; and
- Promote the school within the community.

**IV. GENERAL EXPECTATIONS**

The Board expects all members to:

- Become familiar with the principles of classical education, and the mission, policies, programs and curriculum of the school;
- Prepare for, regularly attend, and actively participate in regular and special board meetings and committee assignments, and serve on at least one board committee;
- Vote according to one's individual conviction, challenge the judgment of others when necessary, and be willing to support the decision of the board and work with fellow board members in a spirit of cooperation;

- Act on behalf of the school and its interests, putting aside personal concerns, affiliations, or constituencies;
- Recognize that the Board Chair alone speaks for the Board on matters that have been approved and/or adopted by the Board, and avoid acting as spokesperson for the entire board unless specifically authorized to do so;
- Support school's fundraising efforts through annual personal giving in accordance with one's means, and to be willing to participate in fundraising activities and special events sponsored by the school;
- Participate in board orientation, training and assessment activities; and
- Act as an informed advocate of the school and its mission.

## V. SPECIFIC EXPECTATIONS

Board members who take on additional roles have additional expectations.

### A. CHAIR

- Develop/ set the agenda of board meetings
- Reasonably limit speaking time during the Public Comment section of board meetings
- Have general active management of the business of the Academy
- Preside at meetings of the Board of Directors
- Have the powers and duties of office of president as set forth in Minnesota Statutes, Section 317A.305, Subd. 2
- Perform other duties as the Board of Directors may from time to time prescribe

### B. CHAIR ELECT

- Perform the duties of the Chair in the event the Chair is unavailable
- Perform other duties as the Chair or Board of Directors may from time to time prescribe

### C. TREASURER

- Keep accurate financial records for the Academy
- Deposit money, drafts, and checks in the name of and to the credit of the Academy in the banks and depositories designated by the Board
- Endorse for deposit notes, checks, and drafts received by the Academy as ordered by the Board, making proper vouchers for the deposit
- Disburse corporate funds and issue checks and drafts in the name of the Academy, as ordered by the Board
- Upon request, provide the Chair and the Board an account of transactions by the Treasurer and of the financial condition of the Academy
- Be the chief financial officer of the Academy unless the Board by resolution specifically designates another person as chief financial officer
- Perform other duties as the Chair or Board of Directors may from time to time prescribe

#### **D. SECRETARY**

- Record the official minutes of each board meeting or appoint another person to do so
- Supervise electronically submitted public comment including forwarding it to all board members and informing the senders of the steps in the process
- Perform other duties as the Chair or Board may from time to time prescribe

#### **E. COMMITTEE CHAIRS**

- Determine the membership of their committee with the advice and consent of the Board of Directors
- Maintain a record of the voting members of the committee and submit such records to the Secretary
- Enforce that committee actions are taken only upon the affirmative vote of a majority of the members of the committee
- Refer any issue to the entire Board of Directors if the committee fails to reach an agreement.
- Know that committee actions are recommendations until approved by the full Board of Directors and the Board may revise or alter the recommendations
- Conduct activities in such manner as will advance the best interests of the Academy
- Follow all rules and regulations set for the Board of Directors in the committees
- Meet at such times and places as provided by its rules or by resolution of the Board of Directors
- Give notice of committee meetings to each committee member at least three (3) days in advance of the meeting
- Ensure that meetings are open to attendance and participation by all Directors, but only members of the committee may vote
- Keep regular minutes of all meetings
- Provide public copies of all minutes
- Know that a quorum for any committee meeting is a majority of the voting members of the committee

#### **IV. ADDRESSING VIOLATIONS**

If a board member fails to follow the expectations outlined in this policy or in any other area of board service, the following steps may be taken. The steps do not need to occur in order.

- A. Board Chair and member private conversation
- B. Board of Directors executive session for a direct conversation with the member, usually facilitated
- C. Board meeting resolution denouncing words and/or actions of board member

D. Board meeting resolution removing board member

***ADOPTED BY THE BOARD: 06/15/2009***

***REVISED BY THE BOARD: 02/04/2019***

***EFFECTIVE DATE: 02/04/2019***