



**Board Member**  
Job Description

*Envision Preparatory Charter School is a public school that challenges students in kindergarten through 8th grade to think critically, engage productively in rigorous academic and social interactions, and build the academic competencies necessary to succeed in high school, college, and life.*

**Member of, Elected by and Reports to:** The Board of Trustees

**Supervises and Supports:** There are no supervisory roles associated with this position.

**Term of Office:** One year; renewable each year with the approval of a majority vote of the board.

Envision Preparatory Charter school is currently in “start-up phase;” we will be submitting a Letter of Intent to open a public Charter School in Sunset Park, Brooklyn to SUNY in February. If accepted, we will submit a full application for the charter in March. Our anticipated inaugural year will be for the 2017-18 school year, and will include Kindergarten and 5th grade. The volunteer position of board members from now until opening will include supporting the school and founding team members through SUNY’s rigorous application process. Longer term, the job will entail:

**General Responsibilities:** A member of Envision Preparatory Charter School’s (Envision Prep) Board of Trustees is a volunteer leader of the Charter School. Board members attend all meetings of the Board of Trustees and other meetings as required. Board members support serve on at least one board committee. Board members support the Board Chair and the implementation of board and school policies and ensures that appropriate administrative practices are established and maintained.

**Specific Responsibilities:**

1. Contributes to the determination of agenda items for board meetings and attends these meetings as a voting member.
2. Recommends and/or volunteers for key leadership positions, including positions an active member of at least one board committees and/or task force.
3. Contributes financially at a level that is meaningful to him/her and/or by playing a significant role in fundraising activities.

4. Acts as an active participant with the other members of the Board of Trustees and Envision Prep school leadership, in accordance with the charter school's bylaws and mission, to establish and maintain systems for:
  - a. Supporting the organization's human and financial resources.
  - b. Reviewing operational effectiveness.
  - c. Ensuring the legal and ethical standards of board members and of Envision Prep.
  - d. Support in the evaluation the school's Executive Director.
  - e. Supporting and maintaining an effective board culture.
5. Help to develop immediate and long-term goals and expectations for the board that support organizational priorities and governance concerns.
6. Focuses the Board of Trustees on ensuring that the board governs rather than manages.
7. Effectively communicates committee work to the broader Board, the Executive Director and members of the School Leadership Team.
8. Encourages a safe space for decision-making by inviting participation, encouraging varying points of view and stimulating candid exchanges of ideas.
9. Supports the board to focus on decision-making and participates as an active participant on the board by preparing for board meetings, reviewing and commenting on minutes and reports prepared for the board.
10. Takes pride in representing the organization and acting as an advocate for Envision Prep.

**Qualifications:**

- Commitment to support Envision Prep and its values; an understanding of the school's mission and goals, and the distinctions between governance and management.
- Strong leadership skills to inspire a shared vision for the school and for the Board's work.
- Excited and energized by a commitment to the Envision Prep's mission.
- Network of relationships within the greater community to leverage resources for the organization.
- Strong shared vision with staff about school mission and goals for student achievement.
- Strong communication skills and an understanding of group process.
- Ability to engage in productive communication; Able to encourage and engage in contributions from all sides of an issue.
- Strong organizational skills.

**Indicators of effectiveness:** Comes prepared to board meetings, on time. Visits the school. Participates actively on at least one committee and/or task force. Support the school through financial or fund-raising initiatives. Supports the mission of Envision Prep. Advocates for the students of Envision Prep, our community and families. Uses connections and resources to support the school in fulfilling our mission.