

2021-22 School Year Leadership Responsibilities

The Kinhaven School Board of Directors is the governance arm of the non-profit, responsible for setting policy and oversight of operations. The Board meets monthly, September – June and as needed during the summer. Business meetings are typically conducted in the evening of the third Wednesday of the month. The Executive Committee meets monthly, one week prior to the business meeting.

Job Title	Job Level	Job Responsibilities
President <i>Executive Committee Member</i>	A	Works closely with the Executive Director and Vice President to ensure the smooth functioning of the school. The President sets the agendas and facilitates the monthly Board of Directors meetings and coordinates activities between committees. Additionally, the President meets weekly with the Director and monthly with the Executive Committee. Other tasks include representing the Board at Back to School Night, the January General Membership meeting and offering support to other committees as needed.
Vice President <i>Executive Committee Member</i>	A	Works with the President and Executive Director to improve school governance and operations. Main tasks are liaising with the Class Representatives on an ongoing basis to bring any class level concerns to the Executive Committee and/or the board for discussions where appropriate; and, coordinating leadership nominations and Board elections. Attends monthly Executive Committee meetings and Board meetings. The VP may chair another governance committee as appropriate.
Treasurer <i>Executive Committee Member</i>	A	Provides oversight of Kinhaven's fiscal management and (Co)-Chairs the Finance Committee during budgeting and visioning processes. Participates in the creation of the proposed school plan and budget for approval at the General Membership meeting in January. Attends monthly Executive Committee and Board meetings.
Secretary <i>Executive Committee Member</i>	A	Keeps complete and accurate records of Board proceedings and contributes to discussion and efforts of the Executive Committee. The Secretary tracks attendance at Board meetings, reports minutes to the school membership, files approved minutes, and sends out meeting notifications in advance of Board meetings. The Secretary may liaise with the Executive Director and President to facilitate communication and scheduling (i.e. SignUpGenius “type” tasks) of members to fulfill various needs within the school.
Director at Large <i>Executive Committee Member</i>	A	Oversees personnel from the interest of the Board and represents personnel to the Board; meets with the Executive Director as needed. Chairs Personnel Committee and is the contact for questions related to hiring, training, staff performance. The Director at Large may also serve as a liaison with a specific committee to facilitate communication to/from the Board of Directors.
Parent Representative	A	Parent Representatives are elected to serve on the Board as the voice and information liaison for the General Membership. They attend monthly Board meetings, and are expected to promptly report Board news and activities to member families following each Board meeting. In addition, Parent Representatives will solicit input from member families as directed, report to the Board on issues of relevance or concern to members, and provide a written report to the Board prior to each Board meeting. Each Parent Representative is also responsible for managing a specific committee to facilitate communication to/from the Board of Directors. The assignment of Parent Representatives to committees will occur based on preference and need.
Alumni Representative	N/A	Former Kinhaven Members may be nominated to serve on the Board of Directors as an Alumni Representative. While not required, prior Executive Committee experience within the past three years is preferred. The Alumni is elected to serve on the Board in an advisory capacity only. The individual does not have voting rights. The Alumni provides continuity in governance, institutional knowledge, and Alumni outreach. They attend monthly Board meetings, regularly communicate with Alumnae, and provide a written report to the Board prior to each Board meeting.