

Casa Esperanza Montessori

Performance Expectations for Board Members

This pledge is intended to acknowledge the shared responsibilities, commitment and conduct expected of all members of the Board of Directors of Casa Esperanza Montessori Charter School. This document is not meant to be a formal contract but rather a set of expectations set forth for all existing and future board members.

As a member of the Board of Directors of Casa Esperanza Montessori Charter School, I am fully committed and dedicated to its mission. I pledge to help Casa Montessori carry out its mission, consistent with the functions of the office of board member as stated in its By-laws.

The role of the board

As a board member of Casa Esperanza Montessori Charter School, I have both the opportunity and the obligation to appoint and evaluate the Head of School, help establish strategic direction, set broad policy, and steward the assets, all in support of the organization's stated mission. I commit to fulfilling these obligations with my time, talent, treasure and relationships.

The role of management

I understand that the Head of School is responsible, under the board's direction, for developing the long-range plan for board approval, devising acceptable short- and medium-term objectives in pursuit of that plan, and then managing the organization's resources to meet those objectives.

Preparation

I will work diligently to understand the mission, purpose, goals and programs of the organization, and I will prepare for all board and committee meetings by reviewing all related documents and materials in advance.

Fiscal and program oversight

Together with my fellow board members, I am responsible for the fiscal oversight of Casa Esperanza Montessori Charter School. Whether I am a member of the organization's finance or audit committees, I will know what our budget is and take an active part in reviewing and approving the budget and monitoring our performance against that budget. If I do not understand an element of Casa Esperanza Montessori Charter School's fiscal health, I will reach out to the appropriate board members, committees, or staff for clarification.

Active participation in board meetings

I will attend regularly scheduled board meetings, be available for consultation by phone and e-mail, and serve on at least one committee of the board where I can apply my special skills, perspective and experience. I will come prepared to discuss the issues and business at hand.

Active participation in major events

I will attend Casa Esperanza Montessori Charter School's major public events and fundraisers and will actively encourage support and attendance by my friends and colleagues as well.

Positively represent the organization

As a board member, I know that I am a *de facto* ambassador for the organization, and I will strive to represent Casa Esperanza Montessori Charter School in the best possible ways. I will never offer myself as an official spokesperson for the organization without proper authority from the board or Head of School.

Financial support

I will work with relevant members of the board and staff to come up with a giving plan that is reasonable for my personal situation, and I will leverage Casa Esperanza Montessori Charter School's development staff to help me secure sources for this level of funding.

Overall fundraising efforts: I expect to be actively involved throughout the year in some aspect of Casa Esperanza Montessori Charter School's fundraising efforts. More particularly, I will help identify and cultivate potential supporters, and I agree to make a limited number of calls on potential supporters.

Annual campaigns: I will make what is for me a substantial financial donation to Casa Esperanza Montessori Charter School each year to signify that the organization is a personal philanthropic priority.

Capital campaigns: I understand that board members are expected to participate actively in the organization's capital campaigns.

Support the staff

I recognize the significant obligations of the staff in carrying out Casa Esperanza Montessori Charter School's work, and I will do my best not to interfere with the staff's operating responsibilities. While I have the right to speak with staff members about matters of mutual interest, I understand that I do not have the right to direct the actions of staff members unless appropriately authorized to do so by the board or the Head of School.

Uphold confidentiality and By-laws

I understand that the board must speak with one voice, and therefore I agree not to divulge board-level discussions to outsiders unless the board has adopted a different policy for a specific instance or issue. I have read and understand the organization's By-laws, and I agree to operate in conformity with them.

As part of the organization's execution of its mission, Casa Esperanza Montessori Charter School makes the following commitment to its board members:

- We will provide you the opportunity for meaningful and rewarding service to our mission and our community.
- We will provide you in a timely way with the information you need to be an effective board member.
- We will be diligent in making the best possible use of the assets you make available to us, whether those be assets of time, wisdom, experience, relationships or money.
- We will schedule meetings in advance, and we will start and end meetings on time, unless a majority of those present at the time elect otherwise.
- We will make every effort to keep our meetings brief, relevant, interesting and impactful.
- We will respond to the best of our ability to your questions and concerns.
- We will encourage your feedback and criticism.
- We will do our utmost to be an organization of which all of us can be proud.

Commitment

By signing this document, I am acknowledging that board service implies a three-way commitment from board members individually, board members collectively and the organization as a whole. Even though this commitment letter is non-binding in a legal sense, I understand that the organization will rely on the collective commitments of its board members in formulating its plans and executing its strategy. Furthermore, I request that the commitments in this letter be made part of an annual evaluation of my service as a board member.

Signed: _____ Date: _____

[Board Member]

Signed: _____ Date: _____

[Board Chair]

Signed: _____ Date: _____

[Head of School]

