



Lerner Jewish Community Day School
A Refreshing Approach to Jewish education

Primary Responsibilities of the Board

1. To define, support and protect the mission and core values of the school.
2. Hiring and annual evaluation of the Head of School.
3. Act as the ambassadors to the community, relaying information between the school and the community and vice versa.
4. Be accountable for the organization, providing the results it needs, and ensure that the school has the resources it needs to provide those results.
5. Be responsible for the board itself. Being at the top of the organizational chart, there is no one but the board to be responsible for what it does.
6. Take a leadership role in fundraising to help ensure the financial stability and long-term growth of the school.

Meeting Format/Board Structure/Expectations

- Meetings are typically scheduled from 7 – 9:00pm the 2nd Tuesday of every month except July when there is no meeting and Aug. when we meet the Tuesday after school starts. There is an exec. meeting from 9 – 9:30.
- All committee chairs are expected to provide a written report of their work each month, the week before the meeting. Informational items (committee reports, supporting documents for discussion, director's report, etc.) will be distributed with the agenda once they are received.
- Whenever possible, issues should be researched and vetted in committee before being brought to the board for a decision.
- Board members are expected to review the agenda and attached reports prior to the meeting so that they can be prepared to discuss any relevant items. Please print out and bring the agenda and attachments to the mtg.
- According to our by-laws, board members are expected to miss no more than 2 meetings/year.
- If you are having any problems related to your board position please seek assistance from your VP advisor (see below) or President right away. We are here to support each other.

- At our ice cream social in August, we actively recruit parent members for each of our committees. A sizeable committee is critical for effective work during the year and developing leadership for future board positions. The Committee on Trustees will also support chairs in filling their committees.
- The Lerner School needs and expects all Board members to participate in the fundraising, recruitment and development activities of the school. Participation occurs through volunteer time, public support, resource development, and annual financial donations. We expect all board members to contribute to the Annual Campaign or its ongoing development initiatives. Financial donations at all levels help achieve the mission of the school.
- VPs will work with committee chairs to provide assistance and committee development as needed. They can help identify issues requiring board input.
- For this year, the chairs are divided as follows:
VP 1 : Fundraising, Development and Policy
VP 2: PR, Recruitment, Religious Practices, PAC