



## Policy #201 – Board Duties and Responsibilities

### Section 1

The Board of Directors embrace a view toward governance that is strategic, future-based, prudent, positive, ambitious, and deliberative. Our beliefs encourage sharing of diverse viewpoints, reinforce the centrality of board policy-making, and empower the school's staff and leaders with clear direction.

More specifically, the Board will:

- Operate in awareness of its trusteeship obligation to its charter and stakeholders;
- Acquire the skills and knowledge that make for board excellence;
- Lead the organization through the careful establishment of the broadest organizational policies with a primary focus on results developing a school that accomplishes its mission.
- Accept collective responsibility for excellence in governance.
- Monitor and discuss the Board's process and performance regularly for continuous improvement.
- Make decisions by majority vote, and support decisions made.

The Board will hire and supervise only two employees: the Leader of Learning and the Leader of Business Operations.

### Section 2

Individual Board members have no authority to direct staff unless delegated the authority by the Board of Directors.

### Section 3 - Roles of Officers

The Board will elect the following officers:

#### President

The President shall set the agenda of board meetings and preside at all the meetings of the Board. The President also serves as the spokesperson for the Board. The President shall sign all written contracts to which the Corporation may be a party when such contract has been authorized by the Board, shall sign all official reports, provided that the President may delegate the duty to sign reports, and in general shall perform all duties incident to the office of President.

#### Vice President

The Vice President shall have all the powers and perform all the duties of the President in the absence or disability of the President. The Vice President shall perform such other duties as may be assigned by the Board.



### Interim Executive Director

The Interim Executive Director shall have all of the powers to act on behalf of the Board to ensure Board Policy and the Charter are implemented between meetings of the Board, except the Executive Director shall not (1) change board policy (2) hire or fire the Leader of Learning or the Leader of Business Operations (3) change compensation of the Leader of Learning or Leader of Business Operations or (4) act on behalf of the board when prohibited by law or when board policy requires action by the board as whole (such as approving the budget, authorizing employee pay beyond pay scale, etc.). The Interim Executive Director shall also coordinate the Board's evaluation of the Leader of Learning and the Leader of Business Operations.

### Secretary

The Secretary shall keep and preserve the minutes of the Board of Directors' meetings; see that all notices are duly given in accordance with the law; be custodian of the corporate records; and in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the Board of Directors. The Secretary may attest any written contract to which the school may be party when such contract has been authorized by the Board and signed by the President. The duties of the Secretary may be delegated to an assistant Secretary or by a Secretary pro tempore appointed at any meeting by the President of the Board.

### Treasurer

The Treasurer shall ensure complete and accurate financial records and books of account for the school are kept in accordance with the Douglas County School District policies unless otherwise waived. The Treasurer shall also ensure all financial reports are prepared and timely filed as required by federal and state governments, the Douglas County School District and the Board. In addition, the Treasurer shall perform such other duties as may be assigned by the Board. In the absence or disability of the Treasurer, duties of the Treasurer may be assigned, by the Board, to any Director.

### Section 4 - Code of Conduct

1. Board members will respect the confidentiality appropriate to issues of a sensitive nature.
2. Board members will be properly prepared for board deliberation.
3. Board members will support the legitimacy and authority of board decisions, irrespective of the board member's personal position on the issue.
4. Board members will make financial and volunteer contributions to Renaissance Secondary School each year at a level that is personally significant.
5. Board members will be mindful of their adherence to the provisions of the Open Meeting Act and Sunshine Law.

*Adopted: December 13, 2017 (replacing 3.0)*