



Board of Directors Job Description

Vision

Discovery Woods is dedicated to educational excellence, environmental stewardship, and personal growth. Our students will have the foundation to be critical thinkers and responsible citizens.

Mission

To provide Brainerd Lakes Area families a choice for quality elementary education centered around the individual needs of the child, with a focus on the environment.

Discovery Woods School (DWS) is a preschool through sixth-grade community of learners, staff, and parents dedicated to educational excellence, environmental stewardship, and personal growth. The school community models cooperation and dedication, and the students are provided a nurturing environment in which to practice their social and academic skills. The school's vision is to create a high-quality charter school where each child is respected as an individual and given the foundation to become a lifelong learner and responsible leader.

Board Members' Role: Working together, board members ensure that the academic program at DWS is successful, the school's program and operation are faithful to the terms of its charter, and the school continues to thrive as a viable organization. Board members have general oversight and responsibility for the areas listed below.

Determine the mission and purpose of the school and keep it clearly in focus

- Oversee the mission statement to ensure it effectively serves as a guide
- Create and oversee the school's strategic plan
- Assess the types and quality of program activities and services
- Understand and support the mission statement

Select, support, and review the performance of the School Directors

- Understand the School Director's job description and provide support for that role
- Conduct an annual review of the Director

Ensure resources are adequate and managed effectively

- Approve the annual budget and monitor its implementation through periodic financial reports
- Approve accounting and personnel policies
- Ensure that an independent audit is conducted annually by a qualified CPA
- Ensure adequate insurance coverage for students, staff, visitors, the board, and the assets of the school

Contribute to the overall vitality and well-being of the School & Board of Directors

- Serve as ambassadors, advocates, and community representatives of the school
- Serve on or contribute to the work of board committees (Finance, Governance, and Accountability)
- Participate fully in board meetings and board-sponsored activities
- Cultivate community at DWS by attending and participating in school events, both academic and social

Ensure legal and ethical integrity and maintain accountability

- Establish policies to guide the school's board members and staff
- Develop and maintain adequate personnel policies and procedures (including grievance mechanisms)
- Adhere to local, state, and federal laws and regulations that apply to the school, as well as the school's bylaws and articles of incorporation

Recruit and orient new board members and assess board performance

- Define board membership needs in terms of skill, experience, and diversity
- Cultivate and verify the eligibility and credentials of, and recruit prospective nominees
- Provide for board member orientation, including training to be an effective steward of public funding