

Twin Cities German Immersion School

Board Director Position Description

The purpose of Twin Cities German Immersion School (TCGIS) Board of Directors is to direct, not manage, the school. Board members shall be able to carry out the TCGIS vision, foster relationships with staff and the school community, contribute to the planned growth of the school, and oversee the budget.

Duties of a TCGIS Board member include:

1. Attend regular meetings of Twin Cities German Immersion School board, which are each approximately three hours in duration. The board meets at least twelve (12) times per year for open business meetings and at may hold some closed meetings as needed. Be accessible for personal contact in between board meetings.
2. Provide leadership to board committees. Each board director is expected to serve as an active, ongoing member of at least one committee. This requires a number of meetings per year plus individual committee task completion time. Presently committees include finance, governance, communication and development and external relations, and the inclusivity task force. Others may be added, as more specific needs are determined.
3. Submit committee reports at least one week prior to scheduled board meetings to facilitate board preparation and comply with open meeting laws.
4. Responsibly review and act upon committee recommendations brought to the board for action.
5. Prepare in advance for decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the board.
6. Participate in the annual board director self-review process.
7. Participate in the annual board development and planning retreat.
8. Complete legally required board training.
9. In general, utilize personal and professional skills, relationships and knowledge for the advancement of Twin Cities German Immersion School.

I am aware that this board director position description is an expression of good faith and provides a common ground from which board directors can operate. I have read and understand the responsibilities of being a board director as outlined in the bylaws. I understand that the term of an elected board director is three years.

Board Director Candidate's Signature

Date

Twin Cities German Immersion School Board Application Form

Complete this form and return to the TCGIS school office.

Name _____ Phone _____

Address _____

Relevant Community Experience and/or Employment (attach a resume if relevant):

Why are you interested in serving as a board director of Twin Cities German Immersion School?

Area(s) of expertise/Contributions you feel you can make to Twin Cities German Immersion School as a board director:

Other volunteer commitments:

Please describe in no more than 250 words why you are interested in serving as a board director of the Twin Cities German Immersion School. Feel free to restate material from the above questions, as only the following statement will be posted to the school community as part of the election process.

I hereby apply to have my name entered on the 2015 TCGIS school board election ballot.

I agree to participate in a criminal background check. _____
Signature