



Cedar River Montessori School Board of Directors Job Description

Cedar River Montessori School (CRMS) is governed by a board of directors that is responsible for guiding and assessing the effective implementation of the CRMS mission:

Cedar River Montessori School fosters the innate curiosity of the child, presenting learning experiences that cultivate independent, creative thinkers who continuously build their understanding of themselves and the world around them.

The Full Board's Responsibilities:

- Oversee the financial health of the school and approve financial statements, budgets, and set tuition.
 - Ensure adequate resources
 - Review fundraising targets and goals
 - Assist in carrying out strategic plan
- Develop policies and long-range goals in keeping with the mission of the school
 - Ensure legal and ethical integrity and maintain accountability
 - Establish policies to guide the school's board members and staff
 - Adhere to the provisions of the school's bylaws
- Hire and evaluate the Head of School
- Select and support the organization's board officers and directors. Board officers are voted on annually (January meeting of each year).

Individual Board Member's Duties:

- Attend monthly board meetings regularly
 - Serve on at least one committee
 - Annual board retreat
 - If absent from two consecutive meetings, director will meet with Board President
- Come to board meetings prepared and informed about agenda issues
- Expect an estimated time commitment of 4-5 hours/month (2 hours for monthly board meeting, 1 hour of information review prior to meeting, 1-2 hours committee work)
- Respectfully engage in thorough discussion, and present new and different viewpoints within the structure of the meeting; publicly support all decisions of the board as a whole; be solutions-minded
- Represent the school to individuals, the public, and other organizations in a positive and professional manner
- Support the organization through attendance at special events and activities (including the annual auction gala, board retreat and the all school open board meeting), and through meaningful financial contributions to the annual fund
- Welcome board leadership roles when asked
- Maintain confidentiality of board discussion
- Serve a minimum term of three years. Serving additional term(s) is optional (2-year maximum with a one-year break in between) upon board approval and openings. If director



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Individual Board Member's Duties, cont.:

decides to resign after completing their term, 6-month notice to board president is requested.

- Work to continually build their understanding of CRMS, its philosophy, history, and potential
- Understand that board members set corporate policies and goals, and delegate authority to the Head of School to implement such policies, goals, and procedures in the day-to-day management of the organization
- Understand that the authority of the board lies only in its actions as a whole, while in session
- Sign the Annual Conflict Disclosure Questionnaire annually



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