



# Norwalk Catholic School

## Governing Board

### Board Member Job Description

*Mission Statement*  
*Develop Disciples of Christ*  
*Promote Academic Excellence*  
*Foster a Respectful Community*

**Board Member Responsibilities:** *These are the essentials of good board governance and contained here-in lie the four D's- Duty of Care, Duty of Loyalty, Duty of Obedience, and Duty of Transparency.*

1. Select the President of Norwalk Catholic School.
2. Support and Evaluate the President of Norwalk Catholic School.
3. Oversee the general policies, programs, and operations of the Norwalk Catholic School.
4. Develop and approve any changes to the mission and vision statements for Norwalk Catholic School in collaboration with the President.
5. Develop and approve Norwalk Catholic School's objectives in light of the mission statement.
6. Determine policies that shall guide the President and administrative staff in furthering Norwalk Catholic School's objectives.
7. Promote Norwalk Catholic School in the community.
8. Review the applicability of regulatory and accrediting agency requirements to Norwalk Catholic School and how they are to be implemented.
9. Review and approve the annual budget, and monitor budget reports at regular intervals throughout the academic year.
10. Establish tuition rates and fees.
11. Approve and monitor all general fiscal matters including capital expenditures and campaigns and extraordinary expense items.
12. Approve physical plant improvements.
13. Review, approve, and disseminate annual diocesan financial, and other state reports, as required.
14. Make a brief written report annually to the Bishop of Toledo concerning the state of Norwalk Catholic School.
15. To seek local and surrounding parish support for quality academic, religious formation, and extra curricular activities of the Norwalk Catholic School.
16. Approval of personnel recommendations.
17. Build a competent board.
18. Annually evaluate the Board's activities.
19. Ensure legal and ethical integrity
20. Enhance, maintain, and support a positive public image for the organization
21. Oversee the work of standing and ad hoc board committees



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**Board Member Attributes:** *Ambassador, Advisor, Advocate, Accessible, Affluence, Assistance, Critical Thinking, Openness to Change, Ability to Challenge the Status Quo, Strong Communication Skills, Action-Oriented, Ability to Think Strategically, Energetic and Passionate about the success of Norwalk Catholic School.*

**Board Member Expectations:**

1. Attend and actively participate in board and committee meetings.
2. Be informed about the mission of the organization, and its services, policies, and programs.
3. Review agenda and supporting materials prior to board and committee meetings.
4. Serve on at least one committee and offer to take on special assignments as appropriate.
5. Support the fundraising initiatives of the organization by making a personal financial contribution to the organization annually and by providing or procuring in-kind services to benefit the organization.
6. Promote the organization regularly with business associates, friends, family, etc. through referrals.
7. Suggest potential nominees to the board who can make significant contributions to the work of the board and the organization.
8. Adhere to conflict of interest and confidentiality policies.

**Board Member Measurements:**

1. Annually each board member will complete an assessment of the board’s performance of its responsibilities. The results will be compiled, reviewed, and evaluated by the full board.
2. Annually, each board member will complete a self-assessment of their performance relative to each expectation and based on the results, make a decision to continue on the board, or resign.
3. Missing more than one-third of the regular meetings unless excused by action of the Board, ceases to be a member. A member whose removal is imminent after the second unexcused absence will be notified in writing a least fifteen days before such action is to take place.

I proudly agree and accept these critical responsibilities and expectations. I look forward to being an engaged and valuable component to the success and growth of the organization.

\_\_\_\_\_  
Board Member Name

\_\_\_\_\_  
Date