



BD100.005 BOARD DIRECTOR COMMITMENT LETTER

Policy Type: Board
Adopted: 06 2021

Attn: Director of the LCS Board

As a member of the Langley Christian School Board of Directors, you are in a position to make a positive impact for Christ for students, families and the community. The organizational health of the school depends significantly on your contributions, commitment and relationships built on trust and integrity. On behalf of the LCS Society, we ask that each Director annually review the following areas of personal commitment:

- 1. Review and be familiar with the Board Director's Manual (policy sections BD100 – BD300)
- 2. Attend all Board Meetings. Your presence is valued and your voice is a critical component of good governance at LCS.
- 3. Attend the Annual General Meeting and any other specially called Society meetings.
- 4. Commit to on-going development and learning as laid out in the Board Director Development Policy.
- 5. Serve on a minimum of one standing board committee, ad hoc working group or task force. The work of the Board is most often accomplished through committees.
- 6. Prepare well for all meetings by reading the board package and related correspondence in advance.
- 7. Contribute your time, talents and resources to the purposes and Mission of the LCS Society. Financial commitment beyond tuition models for other potential donors how to support the school and directly improves opportunities and impacts students.
- 8. Spend time attending classes and/or touring the campuses and/or volunteering for school events. Consult in advance with the Head of Schools or campus principal, or volunteer through the appropriate organizer. Principals should be notified when a Board Director is serving or visiting a school campus.
- 9. Attend major fundraising and community building events.
- 10. Keep all Board discussions confidential.
- 11. Accept and support all Board decisions, understanding that once a decision is made, the Board speaks with one voice.
- 12. Be an ambassador for LCS in the wider community. Promote the school as the opportunity presents itself.

- ❑ 13. Adhere to the Board Director Code of Conduct and all policies of the Board, including the Community Standards.

Just as Board Directors have responsibilities to the Society, they also have the right to expect the organization will fulfill its responsibilities to Board Directors:

- ❑ 1. Anticipate a judicious and respectful use of your time. The Board Chair will conduct focused meetings and value your personal contribution of time. Expect 10 meetings per year, ranging from 2-3 hours each.
- ❑ 2. You should receive important information in a timely manner before each meeting: agendas, minutes, financial reports, Head of Schools reports, committee updates, and decision profiles. Please let the Board Chair and/or Head of Schools know if the format does not adequately facilitate engagement and participation.
- ❑ 3. You should expect a thorough orientation process conducted in a single 1-2 hour meeting before the first board meeting. Additionally, you should expect additional training and resources to help you grow in governance and knowledge of the key issues in education and non-profit leadership.
- ❑ 4. We will provide Directors with liability insurance in the event you are accused of wrongful acts while performing your duties. You will be indemnified against reasonable costs of defense proceedings, damages, judgment and settlement costs. Wrongful acts include errors in statement due to misinformation, making misleading statements or omissions, performing misleading acts, and neglecting or breaching duties whether proven or accused. It does not cover wilful negligent or criminal conduct.
- ❑ 5. You should expect an organizational email and access to drives containing folders and information needed for your role. All email correspondence relating to Board duties shall require an organizational email. For protection of privacy and confidentiality reasons, you may not use a personal email for Board duties.
- ❑ 6. Please feel free to contact your Board Chair who will provide you with a contact number and will be willing at any time to hear your questions, concerns or issues that you are passionate about in this role.

The capacity of LCS to provide high quality, Christian education in our region depends on committed, knowledgeable and engaged Board Directors. We look forward to serving with you and accomplishing great things for LCS students and families, to the glory of God. If you agree with these responsibilities, please sign and return one copy to the Board Chair.

Director signature

Printed name of Director

Date

Board Chair signature