



1003 BOARD DIRECTOR ROLES & RESPONSIBILITIES

Policy Type: Board Policy Manual
Applies To: Board Directors
Approved By: LCS Board
Policy Reviewed: every 2 years
Adopted: 03 2021
Revisions:

1. The job of the LCS Board is to represent the interests of the members of the Langley Christian School Society by ensuring LCS honours God through the implementation of its operations and governance.
2. Key functions of Board Directors include:
 - (a) Pray for the school, students, families and the community
 - (b) Be an ambassador for LCS and protect the reputation of the organization
 - (c) Be guardians of the Mission of LCS
 - (d) Develop, cast, and continually review the vision and strategic plan
 - (e) Approve strategic plans
 - (f) Approve annual school action plans and major initiatives
 - (g) Approve annual budgets and monitor financial results and outcomes
 - (h) Foster an open and accountable relationship with the LCS Society and wider community
 - (i) Periodically review and update the LCS Constitution & Bylaws and ensure compliance
 - (j) Adopt and review key governance policies and procedures
 - (k) Engage in and promote board development opportunities
 - (l) Maintain an up-to-date membership list and determine eligibility
3. The Board will provide the link between the Society and its operations.
4. The Board will produce and maintain written governing policies that address each category of organizational decision.
 - (a) Head of School Limitations: Constraints on executive authority that establish prudence and ethical boundaries within which all executive activity and decisions must take place.
 - (b) Governance Process: Specifications of how the Board conceives, carries out, and monitors its own task.

- (c) Board-Executive Director/Head of Schools: How authority is delegated and its proper use is monitored.
5. The Board will produce assurance of Head of Schools' performance in executing the job description of the role in clearly defined domain areas of operational and administrative leadership.
 6. The Board will develop and maintain written governing policies as required, where the following guidelines are used to formulate that policy:
 - (a) Board policies are aligned with the Mission and LCS Constitution & Bylaws
 - (b) Board policies will focus on the broadest levels of governance issues and will not provide operational details.
 - (c) Board policies will be designed to:
 - Be impersonal;
 - Establish a legal record;
 - Foster continuity, sustainability and stability;
 - Clarify the Board-Head of Schools relationship;
 - Contribute to the Board's efficiency;
 - Give credence to Board action;
 - Maintain professionalism; and
 - State clearly the Board's intent
 - Establish a sense of equity and impartiality
 7. The Board will set agenda items at monthly meetings that include (but not limited to) the following:
 - (a) Prayer and devotional encouragement
 - (b) Discussion items focused on development of a collective, shared vision for LCS and reviewing strategic goals of the organization
 - (c) Receive the Head of Schools report in accordance with Board-prescribed required information
 - (d) Discussion toward the development of annual goals and review of achievement in those goals
 - (e) Discussion that deepen Board Directors' understanding of their roles and the Mission of the organization
 - (f) Receive reports from Board standing or ad hoc committees, working groups and task forces
 - (g) Establish consent agenda items as required unless a decision is required or requested by at least one Board Member
 - (h) Review and vote on decision profiles as required to move the organization toward its strategic goals
 8. STANDING BOARD COMMITTEES:
 - (a) The Board will develop and maintain standing board governance committees including, but not limited to the following, all of which report directly to the Board:
 - Executive Committee

- Board Governance Committee
 - Education Committee
 - Finance & Risk Management Committee
 - Policy Review Committee
 - Nominations Committee (ad hoc)
- (b) In order to facilitate the Board’s mandate to effectively lead the organization by making decisions about direction, Board Members will participate on at least one Board Committee annually
- (c) LCS administrative staff may also be appointed by the Board or Head of Schools to serve on or chair a Board Standing Committee
9. Board Directors will be reimbursed for any and all expenses incurred in the course of fulfilling their duties.

10. GENERAL EXPECTATIONS OF DIRECTORS:

- (a) Pray for the Board, staff, students, families and community
- (b) Encourage the Head of Schools and staff of LCS
- (c) Suggest possible nominees for Board Directors who are persons of achievement and distinction that can make significant contributions to the work of the Board
- (d) Participate in committees and other ad hoc groups as required
- (e) Continue to be an active member in good standing of a local Christian church and adhere to the Community Standards required for employees of the Society
- (f) Prepare adequately for each meeting by reviewing board packages, Head of Schools reports, and other information received prior to the meeting
- (g) Ask timely and substantive questions consistent with personal conscience and convictions either during the meeting or during the in-camera session
- (h) Accept and publicly support all Board decisions, understanding that once a decision is made, the Board speaks with one voice
- (i) Maintain punctuality and remain for full duration of meetings
- (j) Be present; eliminate distractions such as mobile phones, computers and notifications
- (k) Suggest agenda items for board and committee meetings to ensure that significant, governance-related matters are being attended to
- (l) Act as a community ambassador of Langley Christian School Society and contribute positively to its standing and reputation as a high quality, Christian learning community

Reviewed 07 2023