



Mission: To ignite the passion within all students to reach their greatest potential through a nurturing and innovative learning environment. Vision: All students experience positive education, career, and life outcomes.

## **Job Description: CHAIR OF THE BOARD OF TRUSTEES**

### **A Essential Functions and Responsibilities**

- Subject to Board control, the Chair, when elected, shall preside at Board meetings, special meetings, emergency meetings, and the annual Board Retreat
- The Chair shall exercise and perform such other powers and duties as the Board may assign

### **B. Additional Responsibilities representing what has been common practice for the Chair but are not necessarily requirements**

- Oversees the Compliance Calendar for Administration, Board of Trustees, and Committees of SA
- Oversees recruitment, and training of new Board members, and the evaluation of Board of Trustee members and Committee members annually
- Oversees new Board member official training and Board orientation
- Appoints Committee chairs, reviews and confirms Committee positions annually, and helps recruit Committee members/obtains Board approval
- Serves on and attends selected Committee meetings (optional)
- Oversees Board Education for regular Board meetings and for the Board Retreat
- Oversees with the Governance Committee, yearly, mandatory Administrative staff evaluations
- Has bi-monthly Leadership meeting with SA Administration/ acts as a resource for any pending challenges and decisions
- Assists with planning the Annual Retreat with the Governance Committee and engages Board suggestions /recommends topics and supervises strategic planning for sustainability and future planning
- Serves as a liaison to UCI in implementing and maintaining research data
- Oversees applicable record keeping for SA to insure compatibility with compliance requirements
- Works with ED to anticipate future challenges, set strategic direction and involving the Board of Trustees on appropriate issues

- Approves agendas for Board of Trustee meetings and, with Committee Chairs, Committee agendas
- Attends school events when possible and presides at graduation/signs diplomas
- Represents SA as needed for compliance reviews (WASC and OCDE), legal issues, school and community events, and other events as needed
- Helps plan staff events, annual parties, and any other celebratory events