



Board Member

Duties and Responsibilities

Compiled Information from Board Policies Manual

4/2022

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WCS Mission Statement

Western Christian School equips students for a life of faith and learning by providing a Christ-centered educational experience highlighted by four key distinctions: academic excellence, nurturing community, enrichment opportunities, peacebuilding & service.

Academic Excellence

- Teach the Bible as the inspired word of God, upholding an Anabaptist interpretation
- Offer college/university preparatory, technological, practical arts, and fine arts courses
- Prepare for a lifetime of learning by challenging students to develop analytical and critical thinking skills
- Commit to helping each student reach individual academic goals
- Promote the value and contributions of all peoples and cultures in the classroom

Nurturing Community

- Provide a holistic education focusing on the spiritual, intellectual, social, and physical development and wellness of each student
- Encourage, mentor, and disciple students to develop a personal relationship with Christ, recognizing the presence of the Spirit in daily life exemplified through gratitude, service, and stewardship
- Encourage active participation within the school, church, and global community by helping students and families to form relationships of accountability and respect within our diverse community

Enrichment Opportunities

- Provide opportunities for students to develop gifts and interests in athletics, art, drama, and music
- Offer off-campus educational and exploratory experiences
- Encourage the development of life-long relationships among students and faculty/staff through worship, weekly small groups, and community activities
- Establish connections to broader church institutions and agencies

Peace Building & Service

- Model and teach the way of Christ in dealing with life issues, conflicts, and reconciliation
- Provide opportunities for students to lead, serve, and share their faith journey within the school, church, and global community
- Assist students in identifying and developing personal spiritual gifts and abilities
- Promote an awareness and understanding of God's creation by focusing on the care and stewardship of the earth

Core Beliefs of Western Christian School

Western Christian School is an interdenominational Christian school for students grades PreK through grade 12 founded in 1945 by the Mennonite churches of the Pacific Northwest. While there is diversity among our Board, faculty, and staff in non-essential matters, the essential, core beliefs of the Christian faith that the Board, faculty, and staff affirm are as follows:

- There is One God who exists eternally as three persons: Father, Son, and Holy Spirit (Mark 12:29; Matt 28:18-19)
- The full humanity and full deity of Jesus Christ (John 1:1-2; Phil 2:5-8).
- The Bible in the 66 books of the Old and New Testaments is inspired by God and is inerrant in its original documents, fully reliable, trustworthy, and authoritative as our guide to faith and practice (2 Tim 3:16).
- The spiritual lostness of humanity (Rom 3:10-19; Eph 2:1-3).
- The substitutionary atonement and bodily resurrection of Jesus Christ (Is 53:4-5; 1 Cor 15:3-4).
- Salvation is by grace alone through faith in the Person and work of Jesus Christ (Acts 4:12; Eph 2:8-9).
- We find salvation when we turn to God in sorrow for our sins and He forgives us, cleanses us spiritually, and adopts us into the family of His children (Acts 2:37-39; Heb 10:11-18; 1 John 3:1).
- The bodily return of Jesus Christ (1 Thess 4:13-18).

Western welcomes students from all backgrounds and therefore students and families are not required to profess Christianity. However, everyone is expected to respect our faith commitments and to listen respectfully as these commitments are presented as part of Western's curriculum and other programs. Because the Bible is our guide to faith and practice, we go to the Bible to guide us in deciding the many issues that are presented to us. These decisions are reflected in our Board Policies, Faculty & Staff Handbook, Student Handbook, and other places.

Board Purpose and Function

The affairs of Western Christian School shall be managed by a Board of Directors. The process for appointment of these members is described in policy BBA. The Board of Directors shall, through its chosen administrator and staff, oversee the implementation and coordination of the total school program.

The Board shall be guided in its decisions by the Western Christian School Mission Statement.

The primary function of the Board is to ensure the mission of the school is being followed. Other specific functions include:

1. Meet on a regular basis with the school administration to conduct ongoing business.
2. Hire a competent administrator and evaluate performance on a regular basis.
3. Ensure the development and upkeep of a current Board Policy Manual.
4. Adopt and monitor the School budget to ensure financial stability.
5. Assist in the selection of qualified faculty and staff and provide for salaries and benefits.
6. Provide and maintain adequate facilities.
7. Engage in long-range planning.
8. Exercise spiritual leadership by example and in decision-making.
9. Analyze annually its own composition and performance.

Board of Directors Membership and Election

1. The Board of Directors of Western Christian School will appoint a Recruitment and Retention Sub-Committee which is responsible for submitting board candidates to the Superintendent and full board for affirmation. A majority of Board Directors shall be members of a Mennonite church.
2. The Board shall be composed of ten (10) to thirteen (13) Directors representing a wide spectrum in gifting. No more than two (2) shall be from any single congregation.
3. All elected Board of Directors shall serve a three (3) year term and may serve no more than three (3) consecutive terms.
4. When a vacancy occurs on the Board, the Board of Directors shall appoint a replacement to fill the remainder of the term vacated, based on the Bylaws of the corporation.

Board Member Qualifications

All Board Directors should have the following qualifications:

1. Be a regular attendee in good standing of a Christian Church.
2. Demonstrate a life of faith and obedience to the Word of God, supportive of Anabaptist theology.

3. Have interest in Christian education, willing to attend meetings and serve on committee/officer assignments.
4. Demonstrate personal qualities that contribute to Board balance and effectiveness.
 - a. Be objective and willing to look at all sides of an issue.
 - b. Be futuristic in outlook balanced by an understanding and respect for the past.
 - c. Bring experience and abilities that contribute to wide representation in various areas such as education, business, the pastorate, personnel management, missions, cross-cultural, and the parental perspective.

Board Member Duties

The effective operation of the Board relies on the commitment of the Directors during their tenure of service. Following are the responsibilities of the Directors:

Purpose: Serve the Board as a voting member, develop policies, and monitor finances of Western Christian School, its programs, and performance.

MEETING ATTENDANCE EXPECTATIONS:

1. Regularly attend meetings as scheduled.
 - a. If unable to attend a meeting, inform the Board Chairperson prior to the meeting.
 - b. Board Directors who cannot attend 2/3 of the meetings each year are advised to reevaluate their membership on the Board.
2. Attend subcommittee meetings for which one is a member.
3. Attend Board retreats, in-service workshops and other Board Development activities.
4. Attend and participate in special events as needed, including bi-annual MEA Educator Leaders Gathering (ELG).

BOARD MEETING PARTICIPATION:

1. Be prepared for meetings by reading the agenda and support materials sent in advance.
2. Take part in discussions on issues that come before the Board.
3. Keep discussion focused on the issue at hand and limit comments to a reasonable time so as to listen respectfully to other views of Board Directors.
4. Understand the basics of parliamentary procedures.
5. Cooperate with other Board Directors by being flexible and practicing the art of compromise on issues.
6. Work towards group consensus on issues.
7. Focus on the school's mission and be knowledgeable of the needs of the students, parents, and surrounding community.

8. Maintain positive group skills by listening to constructive criticism, sharing personal perspectives and maintaining a sense of humor.
9. Contribute skills, knowledge and experience.

OTHER DUTIES

1. Participate in other task force committees as appointed.
2. Financially support Western Christian School.
3. Represent Western Christian School to local congregations.

Code of Conduct

As a member of this faith-based, not-for-profit board I will:

1. Perpetuate the vision and ministry of the organization.
2. Listen carefully and respectfully to other board members - respect the opinions of others.
3. Respect and support the majority decisions of the board.
4. Recognize that authority is only vested in the full board when it meets in legal session.
5. Keep informed about issues that may come before the board.
6. Participate actively in board and committee meetings.
7. Prepare for board and committee meetings in advance.
8. Bring to the attention of the board any issues that may adversely affect the organization or those we serve.
9. Approach all board issues with an open mind to make the best decisions for everyone involved.
10. Interpret the needs of those we serve to the organization and the organization's actions to those we serve.
11. Focus my efforts on the mission and ministry of the organization – not on my personal goals.
12. Refer complaints to the proper level in our chain of command.
13. Understand that my job is to see that the organization is well-managed, not to manage the organization.
14. Represent everyone this organization serves, not a particular interest group.
15. Act as a “trustee” of this organization and work carefully to ensure that it is well-maintained, financially secure, growing, and operating in the best interest of those served.
16. Declare any conflict of interest between my personal life and my position on the board and abstain from voting when appropriate.
17. Represent the organization in the community and promote good relations.

As a member of this faith-based, not-for-profit board I will not:

1. Unduly criticize fellow board members, the Superintendent, or employees of the school either in or out of the board room.
2. Discuss the confidential workings of the board outside the board room.
3. Use the organization for my personal advantage or for the advantage of my friends, family, or associates.

4. Declare how I will vote prior to a meeting.
5. Interfere with the Superintendent's duties, with day-to-day management, or undermine his or her authority with staff members.
6. Accept any compensation, benefits, gifts or gratuities of any kind as a result of my service to Western Christian School.

Conflict of Interest

Board members, officers and management employees shall exercise the utmost good faith in all transactions touching upon their duties with Western Christian School, and its holdings. In their dealing with, and on behalf of, the organization, they are held to a strict rule of honesty and fair dealing between themselves and the businesses, constituents and contacts of this organization. They shall not use their positions, or knowledge gained thereof, so that a conflict might arise between Western Christian School and that of the individual.

A full disclosure of a potential conflict of interest will be made by any board member, officer and management employee declaring any relationship or affiliation that may be construed to be in conflict with the above policy. Board members will abstain from voting on an issue identified as a potential conflict.

Board Organization

The officers of the Board shall consist of the Chairperson, Vice Chairperson, and Secretary which comprise the Executive Committee. Officers shall be elected at the first official meeting after election of new Board Director(s). The Superintendent Committee will meet with the Superintendent as deemed necessary.

The duties of the officers shall be as follows:

1. The Chairperson:
 - a. Shall preside at all meetings of the Board.
 - b. Shall prepare the agenda in consultation with the Superintendent.
 - c. Shall perform other duties as usually performed by the chairperson of similar organizations
2. The Vice Chairperson:
 - a. Shall perform the duties of the chairperson in the absence or inability of the chairperson or at the request of the chairperson.
 - b. Shall oversee the functioning of the Board committees and subcommittees.
3. The Secretary:

- a. Shall ensure that full and complete records of all meetings of the Board are kept and stored in the board's electronic file folder.
- b. Shall ensure that minutes of meetings are digitally accessible to all board members.

Board Committees

The Board may appoint committees to serve on an on-going basis or as the need arises to carry out specific tasks. These committees shall bring reports/ recommendations to the full Board for review and action at appropriate times. These committees shall function within the Board setting and work directly with a member of the school's Administrative Leadership Team. Appointments are made annually.

Board Meetings

1. The Board shall have regular meetings for the purpose of conducting Board business unless otherwise determined by action of the Board.
2. Additional meetings may be called as deemed necessary by the chairperson or agreement of the Board.
3. The agenda shall be determined by the chairperson in consultation with the Superintendent, and shall be distributed in advance of the meeting to all Directors of the Board.
4. Parliamentary procedure is followed.
5. The quorum is a simple majority of the Board Directors.
6. Board meetings are open meetings, but the Board may withdraw into executive session at its discretion.
7. Decisions made in Superintendent session require official action during regular session.
8. Minutes will be taken at all meetings. The official copy will be kept on file at the school.
9. Minutes are distributed to WCS Board of Directors.
10. Executive session minutes are distributed internally to Board Directors.
11. Board meetings shall be attended by the Superintendent, and other Administrative Leadership Team members as deemed appropriate by the Board Chair (specific faculty, staff or students may be invited to attend as well).

Fiscal Management

The Board is responsible for the overall fiscal management of the school, delegating to the Business Director the day-to-day management of the approved budget.

Establishment and Review of Policy

The Board is responsible to establish basic policies that will give direction in many areas of decision making. These policies are essential for the school to effectively carry out its mission.