

OLYMPIA WALDORF SCHOOL
Board of Trustees Job Description

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Board of Trustees of the Olympia Waldorf School, hereby personally pledge to carry out in a trustworthy and diligent manner all duties and obligations inherent in my role as a Trustee.

My Role

I acknowledge that my primary role as a member of the Board of Trustees is to contribute to the development of the Olympia Waldorf School's mission and to participate in governing the implementation of that mission. This includes focusing on policy making, planning, monitoring, and evaluation in support of the OWS mission and strategic objectives rather than on day-to-day operations.

My secondary role is to fulfill the functions of office set forth in the organization's bylaws and described in the job descriptions incorporated into the Board of Trustees Policies Manual. The implementation of this role is expressly limited to those activities and functions not directly or indirectly delegated to staff, committees, and task forces.

I understand that I have a fiduciary responsibility to the organization and that it is my duty to review and approve all budgets and programs of work.

Further, I understand that so long as I carry out my duties and responsibilities in good faith and to the best of my ability, I will generally be free from any liability for the debts and actions of the organization as provided in the Washington State RCW 23B.17.030 Limits of liability of directors – Indemnification.

My Duties

I pledge to willingly use my best efforts to carry out the following duties as a Trustee with integrity, due care, and enthusiasm:

1. To attend all meetings of the Board, as scheduled, which include regular monthly and semi-annual all-school meetings, as well as any special (i.e., planning or retreat) or emergency meetings as may be required.
2. To come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and all background support material relevant to the meeting.
3. Make decisions as a whole Board only at properly called meetings. I recognize that individual members have no authority to take individual action in setting policy or making decisions on school governance, operations, or administration.
4. To observe the parliamentary procedures and manifest collegial conduct in all meetings I attend.
5. To actively participate in fund raising activities of the organization; e.g., personal solicitation/major gift campaigns, special events, etc.

6. To assist and support cultivation activities of new or existing corporate, foundation, individual, and planned gifts, donors or prospects.
7. To avoid conflicts of interest between my position as a Board member and my personal and professional life. If such a conflict does arise, I will declare that conflict before the Board, will refrain from participating in the discussion and will refrain from voting on any matters in which I have such a conflict of interest.
8. To maintain strict confidentiality of business conducted in executive session.
9. To thoughtfully review all actions taken by the Board and vote for what I believe to be in the best interests of OWS. If in a minority position on an issue, I will express my opinion prior to voting. After the vote, so long as my conscience dictates, I will support all actions taken by the Board in a positive manner.
10. To agree to chair or serve on committees and task forces to which I am appointed or volunteer, attend their meetings and participate in the accomplishment of their objectives. If I chair a committee or task force, I agree to: (a) hold its meetings on a regularly scheduled basis until all objectives are accomplished; (b) insure that agendas and support material are distributed to all members in advance of meetings; (c) refrain from implementing strategies or taking actions that have not been reviewed and approved by the Board of Trustees or expressly delegated for action to the committee or task force; (d) conduct meetings in an orderly, fair and efficient manner; and (e) make progress reports as requested by the Board of Directors.
11. I acknowledge that my responsibility as a Director is to give careful consideration to all issues brought to me by individuals concerning school governance and listen to all perspectives. I further agree to support the professional staff in their decisions regarding the day-to-day operations, administration and management of the school.
12. To represent the organization in a positive and professional manner at all times and in all places.
13. To strive to build better relationships and work as a team with one another to govern and represent OWS in the best way possible.

If, for any reason, I find myself unable to carry out the above duties as best I can, or am unable to attend 80% of the scheduled board meetings, I agree to discuss with the President of the Board my future obligations in serving on the Board of Trustees.

Dated: _____

Printed Name: _____

Signature: _____