

Section:	Governance & Organization
Policy:	2.02
Revised:	September 2021
Approval:	Motion #276

2.02 Board Member Qualifications and Expectations

1. Rationale

Descriptions of the Board of Directors and their duties are found in the Bylaws of the Cranbrook Christian School Society.

The wise direction and efficient management of the school are dependent upon the commitment, gifting, and integrity of each individual Board member and their ability to work effectively as a team. The Board, through its corporate planning, must develop policies and guide and direct the school's physical, financial, and personnel resources in order to fulfill the mission of the school. In order to provide for the selection of qualified Board members, and in order to provide for effective operation of the Board as a whole, the following policies have been established.

2. Policy

- 2.1. Nominees will agree to read, understand and support the school policies as outlined in the Policy Manual.
- 2.2. Nominees for the Board of Directors, including former or current Board members, will be screened by the existing Board and approved by that Board before being placed on the ballot. The nominee must receive the approval of each continuing Board member and the nominating committee must be unanimous in their acceptance of the nominee.
- 2.3. Nominees must exhibit the godly characteristics typical of a church elder as explained in I Timothy 3 and Titus 1, fully accept the doctrinal statement of the Cranbrook Christian School Society and must be prepared to give the time and leadership required of all Board members.
- 2.4. Board members are expected to accept responsibility for executive positions and/or committee portfolios and fulfill their duties faithfully.
- 2.5. No Board Member can act as an individual on any school matter except as directed by the School Board.
- 2.6. Each Board Member will follow the Biblical principles as found in Matthew 18. This means that a Board Member will refuse any direct appeal to him or her to discuss any issue or be drawn into any matter that concerns the school until he or she is assured that all persons involved have been approached first and every attempt made to resolve the issue.
- 2.7. Each Board Member has access to information that directly touches a great many lives. No Board Member therefore will share with anyone, outside of husband or wife and never within the hearing of children, the deliberations of the Board or decisions of the Board. Each Board Member will take this as a most solemn obligation, and a point of honor, to treat all school business in the strictest confidence.
- 2.8. Normally all Board Members and any persons employed by the school must enroll their school aged children in KCA or in the Christian School nearest to the

person's residence. In special cases the Board may make exceptions to the above rule or to accommodate special or organizational needs. The decision of the Board will be final.

- 2.9. No one may serve on the Cranbrook Christian School Society Board who is an employee of the Society. The school Principal is the exception; he or she serves by virtue of his or her office but has no voting rights.
- 2.10. Each Board Member will uphold school policy that all administrative matters that may be of concern to parents of children in the school or others interested in the school will be referred to and handled by the Principal. Should there be a necessity for a hearing by the School Board the procedure as set forth in the policy manual will be followed.
- 2.11. Each Board Member will always give a good report. At no time, acting as an individual, will a Board Member speak negatively of anyone associated with the school.
- 2.12. Each Board Member supports the principle that the day-to-day operation of the school is in the hands of the Principal. He/she will implement policy decisions of the Board. In relation to the educational program in the school, the Board establishes policy (the what) and the administration carries out that policy (the how). The Board at no time becomes involved in the Administrative "how".
- 2.13. The Principal is an ex-officio member of the Board and all committees. The Principal is responsible for the development of procedures which will implement Board policy, overseeing the day to day operation of the school program, and providing for the supervision, and development of faculty, staff, students, facilities, and public relations."
- 2.14. The Principal is at all times accountable to the Board. On-going evaluation of the Principal's effectiveness in meeting the job specifications and seeing and achieving performance objectives as outlined in the document on Principal's evaluation takes place through meetings and reports.
- 2.15. The Chairperson will lead the Board in determining goals and policies of the Board and school as required. He/she will work closely with the Principal to ensure the policies and procedures of the school are operative.
- 2.16. The Chairperson will receive reports from all standing and special committees. He/she will supervise and encourage the functions of all sub-committees.
- 2.17. The Chairperson will determine, in consultation with the Principal, the agenda for all regular meetings.

3. The functions of the Board include the following:

- 3.1. To select the Principal and employ other staff.
- 3.2. To interact with the various Volunteer Committees.
- 3.3. To approve the school's curriculum.
- 3.4. To ensure that high moral and educational standards are maintained.
- 3.5. To oversee the financial aspects of the school's operation.
- 3.6. To provide adequate buildings and equipment
- 3.7. To plan and work for the future
- 3.8. To establish good public relations and maintain open communication
- 3.9. To keep right relationships with government and related associations
- 3.10. To provide faculty and staff salaries and benefits

- 3.11. To establish all policy for the school's operation and through the school administrator to make sure that policy is being implemented.
- 3.12. The Board will work only through the Principal in any school matters that relate to personnel or the administrative operation of the school.
- 3.13. To exercise final authority
- 3.14. To be committed to prayer
- 3.15. To hold monthly meetings during the school year or at a time agreeable to the Board Members.