

## APPENDIX 1 TO THE BYLAWS OF COLORADO SKIES ACADEMY

### Individual Board Member Statement

Colorado Skies Academy (the “School”) board members are expected to sign the following statement at the start of their term and annually thereafter.

I understand that as a member of the Board of Directors of the School, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I understand my legal responsibilities. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

I understand that I do not have authority to make decisions as an individual, but that my authority is only through the collective decision-making of the Board.

I have read and understand this document and I will perform my duty as a board member by fulfilling my responsibilities as an individual board member as specified here and by partnering with other board members to fulfill the responsibilities of the collective Board.

If I don't fulfill these commitments to the organization, I will expect the board Chair to call me and discuss my responsibilities with me. After discussion, if I am still unable to fulfill these expectations, I will resign from the Board.

#### **Specific Responsibilities:**

1. Believe in and be an active advocate ambassador for the mission, vision, and values of the School.
2. Regularly attend Board and committee meetings. If I am not present for at least 80% of required meetings I understand I will be asked to resign from the Board. Work with fellow board members to fulfill the obligations of Board membership.
3. Give an annual financial contribution at a level that is personally meaningful or secure an annual financial contribution from others.
4. Serve on at least one board committee.
5. Behave in ways that clearly contribute to the effective operation of the Board of Directors:
  - a. Focus on the good of the organization and group, not on a personal agenda;
  - b. Support Board decisions once they are made;
  - c. Participate in an honest appraisal of one's own performance and that of the Board;
  - d. Build awareness of and vigilance toward governance matters rather than management.
6. Prepare for board meetings by reviewing materials and bringing the materials to meetings. If unable to attend, I will notify the Board or committee Chair as soon as possible.
7. Keep informed about the school and its issues by reviewing materials, participating in discussions, and asking strategic questions.
8. Actively participate in one or more fundraising event(s) annually.
9. Use personal and professional contacts and expertise for the benefit of the school.
10. Inform the Board of Directors of the School of any potential conflicts of interest,

whether real or perceived, and abide by the decision of the Board related to the situation.

11. Commit to continuous improvement of the Board through annual self-evaluation and ongoing professional development.
12. Keep up-to-date on developments in education, charter school issues, and addiction recovery.
13. Follow confidentiality policies.
14. Refrain from making special requests of the staff.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Primary Board Responsibilities

As the school's public agents, the Board is legally and ethically responsible for ensuring the school's academic achievement, organizational viability, and adherence to the terms of its charter. The Board asserts much of its leadership through its policy-setting responsibilities. Board-level policies allow the school to operate effectively and efficiently in pursuit of its mission by establishing clear frameworks for the implementation of the school's work. All powers of the Board lie in its collective action.

The Board's primary roles and responsibilities include the following:

1. **Determine the school's mission and purpose**  
It is the board's responsibility to create and review a statement of mission and purpose that articulates the school's goals, means, and primary constituents served.
2. **Select the Executive Director.**  
Boards must reach consensus on the Executive Director's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. **Provide proper financial oversight.**  
The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
4. **Ensure adequate resources.**  
One of the board's foremost responsibilities is to provide adequate resources for the school to fulfill its mission.
5. **Ensure legal and ethical integrity and maintain accountability.**  
The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
6. **Ensure effective organizational planning.**  
Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
7. **Recruit and orient new board members and assess board performance.**  
All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.
8. **Enhance the school's public standing.**  
The board should clearly articulate the school's mission, accomplishments, and goals to the public and garner support from the community.
9. **Determine, monitor, and strengthen the school's programs and services.**  
The board's responsibility is to determine which programs are consistent with the school's mission and to monitor their effectiveness.
10. **Support the Executive Director and assess his or her performance.**  
The board should ensure that the Executive Director has the moral and professional support he or she needs to further the goals of the school.

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