

Announcement of Hapeville Charter Foundation and Hapeville Charter School Board CEO opening July 1, 2020 (March 4, 2020)

The CEO is the senior volunteer leader of the charter school governing board who presides at all the meetings. The CEO understands, implements and uses Robert's Rules of Order and is knowledgeable and follows the rule of law as set forth by the Georgia Open Meetings Act.

The CEO should exhibit the following characteristics:

- Strong organizational skills
- Significant time to devote to the role
- High degree of knowledge of charter obligations to the LEA, the State DOE and the Federal DOE
- High degree of understanding of the delineation between governance and management
- Strong leadership skills which support a shared vision for the organization and for the board's work
- Strong facilitation and communication skills and an understanding of group processing
- Decisiveness to tackle and resolve difficult issues and to keep the business of the board moving forward
- An ability and willingness to support, encourage and develop a strong, entrepreneurial school leader
- An ability to constantly be a facilitator and not dominate an action or discussion
- Sensitivity to building board cohesion and consensus

The specific responsibilities of the CEO include:

- Opening each meeting on time and keeping the board focused on the work at hand
- Collaborating with the school leader, other board representatives and committee chairs to develop the agenda for each board meeting
- In consultation with other board officers, appoint volunteers to key leadership positions, including positions as chair of committees, and cultivate leadership succession
- Work with the whole board and leadership in accordance with the organization's by-laws, mission and vision to establish and maintain systems for:
 - Planning and prioritizing the organization's human and financial resources
 - Ensuring the legal and ethical standard
 - Reviewing operational effectiveness
 - Developing and maintaining an effective board culture
 - Developing an effective pipeline of future leaders of the board
- Collaborating with the Governance Committee to manage the development of the board in order to help it work more effectively and efficiently
- Working with the school leader and board officers and other board representatives to develop both immediate and long-term goals and expectations for the board that support the organizational priorities and governance concerns to include in the Strategic Plan
- Ensuring that the board governs rather than manages

Anyone interested in applying for the position of CEO should send an email to Dr. Gary Martin at ***gmartin@hapevillecharter.org*** and include “Application for Hapeville Charter CEO” in the subject line. Please attach a copy of a resume along with a letter of introduction. An online application will then be emailed to the applicant. An email confirmation will be sent as soon as the online application is completed. The deadline for submitting the online application is by 5:00pm on May 1, 2020. The Hapeville Charter Foundation and the Hapeville Charter School Board will review each submittal on an ongoing basis. The announcement of the CEO position will be June 1st at the latest.