



Community/Parent Representative
Board of Directors
Hapeville Charter Schools Board of Directors

Reports to: Board Chair or Board of Directors, as appropriate

Preamble: ARTICLE XII. HAPEVILLE CHARTER SCHOOL BOARD

Section 1. General Powers. The affairs of the Hapeville Charter School Board shall be exercised by, or under the authority of, the Foundation Board (3 persons) and 6 additional persons.

The Hapeville Charter School Board shall in all cases act as a board and may adopt such rules and regulations for the conduct of their meetings and the management of Hapeville Charter as deemed proper, not inconsistent with GMCSF's Articles of Incorporation, these Bylaws, and the laws of this State.

Section 2. Number on the Hapeville Charter School Board. The Hapeville Charter School Board shall consist of seven to nine (7 to 9) persons (including 3 from the Foundation Board) which number shall be fixed from time to time by the Hapeville Charter School Board. Each person must be at least 21 years of age or older and a resident of the State of Georgia.

Section 3. Structure of the Hapeville Charter School Board. The Hapeville Charter School Board will include:

- Seat #1: Foundation Board CEO
- Seat #2: Foundation Board CFO
- Seat #3: Foundation Board Secretary
- Seat #4: Community Representative #1
- Seat #5: Community Representative #2
- Seat #6: Community Representative #3
- Seat #7: Parent/Guardian Representative #1
- Seat #8: Parent/Guardian Representative #2
- Seat #9: Parent/Guardian Representative #3

Authority: Board members work both individually and collectively in governing Hapeville Charter School Board affairs through the development, approval and evaluation of policy and budget.

As a committee member, the board member provides planning and implementation services to the Board.

The board member acts on the Board's behalf in accordance only with board motions and policy guidelines and only as requested and in accordance with Board resolutions with respect to representation of the Charter Schools.

Term: Board Members are elected for a five (5) year term at the annual general meeting of the members.

Termination may occur at the end of the elected term, by resignation or pursuant to the Hapeville Charter School Board by-laws, Sections 7 and 8.

Tenure may be renewed pursuant to Hapeville Charter School Board Bylaws, Sections 7 and 8.

Experience: Minimum of two years experience in administration in a paid or volunteer setting. Strong organizational skills, time management, and ability to meet deadlines, and produce notes and Minutes in a timely manner for distribution and action by the Board. Excellent notetaking, transcription, and computer literacy skills.

Knowledge: An understanding of the effective functioning of a non-profit organization and a public educational institution's issues and needs.

Personal: Sensitivity to group dynamics and familiarity with structure and process of board and/or committee meetings. Decisive, innovative, and flexible with the ability to compromise. Strongly service oriented.

Duties of all HCS Board Members:

Board members are expected to be fully informed on organizational matters, to contribute to debate on issues and to contribute to the Board's policy deliberations. They are expected to understand and support the Hapeville Charter School Board's mission statement and strategic plan.

Board member duties include the following:

- Attend meetings and show commitment to board activities.
- Be well informed on issues and agenda items in advance of board and committee meetings.

- Participate on one or more committees or in an ad hoc manner, as requested by the Board Chair, Vice-Chair or Executive Director.
- Monitor public response to the work and policies of the Hapeville Charter Schools.
- Participate in board meetings to ensure organizational and fund development knowledge, and to participate in volunteer and donor recognition events.
- Provide candid, open, and honest feedback and evaluation when appropriate.
- Take initiative in informing the organization about opportunities for funding or program development.
- Identify individuals in the community for volunteer participation or funding support.
- Support the organization and its officers in times of crisis or controversy.
- Exercise loyalty to the Hapeville Charter Schools and respect confidentiality regarding internal affairs.
- Provide leadership within the Board and in the community on behalf of the Hapeville Charter Schools and its programs.
- Serve as an advocate for the Hapeville Charter Schools in the community.
- Although not required for Board membership, members are encouraged to support the Hapeville Charter Schools financially, and to assist in the identification and solicitation of potential donors, wherever possible.

APPLICATION PROCESS:

Interested applicants must complete a Board Application and submit it, along with a current resume to:

Mike Ramos, DBA(c), MBA

Executive Director

Email: mramos@hapevillecharter.org