

Board Officers

Chair

- Speaks for the board to the person or group to whom the board answers.
- Prepares the agenda with the lead administrator. Receives input from board members.
- “Runs” the meeting so discussions are of appropriate length, each board member has opportunity to participate, and decisions are made with the short-term and long-term health of the school in mind.
- Monitors the integrity of the decision-making process.
- Monitors completion of Board tasks.
- Leads the board but not the school.
- Often speaks for the board after it has “spoken” (made a decision). Sometimes it is best if the lead administrator speaks for the board.
- Is not the lead administrator’s “boss”.
- Plans ahead for visitors to board meetings and for conducting executive sessions.

Secretary

- Takes, distributes, and maintains minutes.
 - Secures executive session minutes.
- Maintains and distributes official records like the board’s policy manual.
- Keep minutes short. Do not include discussion. Minutes should be readable in just minutes.
- Include in the resolution the reason(s) why a policy is needed:
 - “The need to update the ____ policy was discussed. The following motion was MSC (made, seconded and carried): Because _____, ____ Lutheran School will _____.”
 - Record brief summaries of topics. Include no record of discussion.
- It is up to the lead administrator to implement board policy. Written procedures are often needed and are prepared by the lead administrator.
- Include the exact wording of resolutions.
- There’s no need to include vote result unless someone asks that it be included. Otherwise “It was moved, seconded, and carried to...”
- Write for the board but with other people in mind. Only write what you would want read in court.
- Securely store minutes in the school office. See that they are accessible by future boards.
- Executive Session Minutes
 - In general minutes: *The board went into executive session. The board returned from executive session.*

- Print and store executive session minutes separately from the general minutes.

Treasurer

- Provides reports that are accurate, accurately describe the fiscal condition of the school, and are understood by members of the Board.
- Is in position to offer good fiscal advice.
- Is not responsible for the fiscal condition of the school.
- Does not own the “books”.

Committees

- Created by and given mission by the board.
- Can be short-term (ad hoc) or long-term (standing).
- Can involve non-Board members.
- Answer to the board.
- Board Chair and lead administrator are members of all committees although they need not attend all committee meetings and may delegate attendance to others.

Meetings

- Led by the Chair but not ruled by the Chair.
 - Someone other than the Chair can “run” meetings.
 - The Chair serves the board.
- Agenda
 - Distributed in advance of the meeting.
 - At the beginning of the meeting it is adjusted and approved by the full board. The best boards need make very few changes to the agenda.
- Guests participate as the board has previously agreed.
- Set a meeting time limit and only exceed that limit if a majority support doing so.
- Information is shared before the meeting. Board members review information before the meeting: minutes, data for monitoring school’s progress toward vision, information regarding other business items.
- Sample agenda:
 - Devotion.
 - Agenda approval.
 - Brief board training.
 - Brief policy review. (Over time the board reviews all its policies.)
 - Questions on information provided before the meeting.
 - Action items.
 - Planning.
 - Reports not related to action items.
 - Set/remind of next meeting day, time, and place.
 - Prayer.