

Role Review

BOG Membership & Responsibilities

BOG Retreat

15 Jul 2006

BOG Membership

Voting Members

- Chairman
- Secretary
- Treasurer
- **Member At Large**
- Buildings and Grounds
- **Development Advisor**
- **Marketing Advisor**
- Legal Advisor

Non-voting Members

- Honorary Chairman
- Command Liaison
- Director
- **Assistant Director**
- Business Manager

- NHKSPTO President
 - **May be invited to enhance communications between PTO and BOG**

Chairman

- Coordinate the activities of the Board.
- Prepare an agenda for each meeting and chair all Board meetings monthly. Robert's Rules of Order may be used if desired.
- Draft all official correspondence from the Board.
- Ensure the school is provided adequate legal counsel.
- Specify a member of the Board to act as Chairman in his absence.
- Appoint members of Standing Committees as deemed necessary and appropriate for promotion of the school and its traditions, including, as examples, School Life, Development, and Finance & Operations.

Secretary

- *Secretary:*
- **Prepare minutes** of meetings of the Board. **Distribute** minutes monthly to Honorary Chairman, Command Liaison officer, Board members.
- **Notify members** of the Board of the date, place and time of meetings.
- **Draft and distribute letters for Board members on matters involving Board action.** Copies of approved minutes shall be made available, through the school administration, for review by parents and staff of NHKS, upon request.
- Represent the Board on the School Life Committee, if so requested by the Chairman.

Treasurer

- **Sign all checks** for the disbursing of school funds. (The Chairman and Secretary will sign checks in the absence or incapacity of the Treasurer.)
- If the Business Manager is not available, due to illness or other cause, the Treasurer may be requested to make deposits of school income at the school's bank and/or savings institutions.
- **Provide advice and assistance** to the Board whenever it is necessary to revise salaries for the school.
- **Provide assistance**, if required, **to the Business Manager** in preparing an annual school operating budget.
- **Review** the monthly bank reconciliation, including canceled checks, received from the school's bank.
- **Review** monthly financial statements prior to submission to the Board.
- Represent the Board on the Finance & Operations Committee, if so requested by the Chairman,

Buildings and Grounds

- **Make frequent inspections** of grounds and equipment, ensuring that the physical plant of the school is maintained in good repair and, in particular, that **safety hazards are eliminated**.
- **Authorize and initiate** action to accomplish **necessary repairs** of grounds and equipment, obtaining prior approval from the Board.
- Determine the need for additional playground equipment and recommend to the Board items for procurement.
- **Investigate complaints** on grounds and equipment and initiate corrective action.
- **Perform liaison between the Board, the Naval Station, and Public Works Center, Pearl Harbor.**

Development Advisor

- Coordinate the solicitation of donations, grants, and other sources of non- tuition income.
- Represent the Board on the Development Committee, if so requested by the Chairman.

Marketing Advisor

- Formalize and put into action a **marketing strategy** for NHKS.
- Coordinate, update and monitor the NHKS website on the internet.
- Nominate members of the community as members of the Board of External Advisors for NHKS.
- Act as Chairman during meetings of the Board of External Advisors on NHKS.
- Oversee production of the annual bulletin sent out to the NHKS community of parents, staff, alumni and friends.
- Represent the Board on the Marketing Committee, if so requested by the Chairman.

Legal Advisor

- **Advise** the Board regarding legal matters which arise.
- At the request of the Director of the school, **assist in all legal matters.**
- **Review** all instructions and the By-Laws and advise the Chairman of the Board as to the legal adequacy and propriety, recommending any needed modifications

Director

- **The Director shall be responsible for all aspects of the school and its operation.**
- **Advise Board** on all matters relating to administration and operation of the school.
- Ensure that Navy Hale Keiki School complies with applicable State and Federal laws and regulations pertaining to education and other matters as appropriate, DON directives, and with Board policies and directives.
- Be responsible for the preparation, publication, and promulgation of the NHKS Parent Handbook. Submit all proposed Handbook changes to the Board for review and approval. Ensure a copy of the Handbook is provided to parents at the time of student enrollment.
- Submit to the Board, as part of the Director's report, pertinent correspondence relating to the administration and operation of the school.
- Be responsible for the performance review of all members of the staff at the school. Make recommendations to the Board during the Spring concerning retention of each staff member.
- Prepare and present to the Board during the Spring a comprehensive review of all individuals who have applied for teaching or staff positions at the school. From this list of applicants, the Director shall make recommendations to the Board to fill projected vacancies for the coming year.
- Attend each Board meeting.
- Present to the Board in writing a monthly Director's Report.
- Facilitate the orientation of the BOG and the work of the Standing Committees.

Business Manager

- **Supervise receipts** of all money due to the school and make necessary deposits at an authorized bank.
- **Make disbursements** to meet operating expenses of the school, as directed by the Board.
- **Advise the Board** on financial and bookkeeping matters.
- **Present the financial statement** at the monthly Board meeting. A copy of the approved financial statements will be provided to all Board members.
- **Prepare**, in conjunction with the Board of Governors, **the annual school operating budget**.
- **Make recommendations** to the Chairman of the Board in regard to urgent financial matters which cannot be delayed for presentation at the monthly Board meetings.
- **Ensure that all accounting books and financial records are audited** quarterly by the designated Certified Public Accountant. All financial statements will be signed by the Certified Public Accountant and copies forwarded to the COMNAVBASE.
- Be responsible for performing **duties as specified by the Director** of the school.