

**Cobblestone School**  
**Board of Trustees' Expectations**  
**February 2009**

*General Expectations*

1. Approve and support the mission of Cobblestone School, including its ongoing assessment and evaluation;
2. Is responsible for the assets of the School, including the physical plant, finances, personnel and programs;
3. Is responsible for the selection, supervision and evaluation of the Director of the School;
4. Is guardian of the School's tax exempt status with responsibility for ensuring proper compliance with regulatory laws;
5. Is responsible for upholding the reputation of the School within the community it serves;
6. Suggest possible nominees to the Board who are men and women of achievement who can make significant contributions to the work of the Board and the progress of the School.

*Meetings*

1. Attend all board and committee meetings and maintain a presence at the school and its functions and events;
2. Review agenda and supporting materials prior to board and committee meetings and conference calls;
3. Serve actively on committees as requested by the Board Chair;
4. Ask timely and substantive questions at Board and committee meetings consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the Board.
5. Maintain confidentiality of the Board's executive sessions, and speak for the Board only when authorized to do so.
6. Suggest agenda items periodically for Board and committee meetings to ensure that significant policy-related matters are addressed.

*Avoiding Conflicts*

1. Serve the School as a whole rather than any special interest group or constituency;
2. Avoid even the appearance of a conflict of interest that might embarrass the Board or the School, and disclose any possible conflicts to the Board in a timely fashion.
3. Never accept (or offer) favors or gifts from (or to) anyone who does business with the School.

*Fiduciary Responsibility*

1. Assist the board in carrying out its fiduciary responsibilities, such as reviewing annual financial statements.

### *Fund Raising*

1. Make an annual fund gift, significant to member means, to Cobblestone School, considering it one of their top philanthropic priorities and support other fundraising programs at the highest level possible either through their own personal giving and/or by helping to facilitate gifts and grants from other sources with which they have affiliation; and with the realization of the leadership role the Board must play in fund development.
2. Assist the School by implementing fund raising strategies through personal influence with others (individuals, businesses, foundations).
3. Participate actively in School fund raising special events, programs, and activities.

### **Personal Characteristics to Consider**

- **Ability to:** listen, analyze, think clearly, and creatively, work well with individual people and groups.
- **Willingness to:** prepare for and attend board and committee meetings, ask the right questions, take responsibility and follow through on given assignment, contribute personal and financial resources in generous ways according to circumstances, open doors in the community, evaluate oneself.
- **Willingness to develop certain skills if you do not already possess them, such as:** cultivating and soliciting funds, cultivating and recruiting board members and other volunteers, reading and understanding financial statements, learning more about the substantive programs of the School;
- **Possess:** honesty, sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach; community-building skills; personal integrity; a developed sense of values; concern for the School's development; and a sense of humor.

Adopted, BoardSource, 2003