

## THE BOARD OF TRUSTEES AND GOVERNANCE

As a private school, Awty International School is governed by a Board of Trustees, which is charged with the task of managing the business and affairs of the School. The Board's focus is policy, mission, financial direction, fund raising and planning. It is also responsible for ensuring that the Administration is implementing policy and practice in accordance with the School's mission and the Board's directives. The Board hires the Head of School who is responsible for all matters relating to the actual running of the school, and who reports to the Board.

Each Trustee has a fiduciary responsibility to act solely in the best interests of the school. He or she is not elected to serve any particular constituency. A Trustee is elected by the Board for a term of two years but may serve multiple terms. Potential candidates for election to the Board are normally expected to have served satisfactorily on one of the Board's committees and after election to be involved actively in committee service. At present there are no term limits for Trustees. However in the course of several years there is usually meaningful turnover.

The school by-laws provide for a maximum of 30 Trustees including four ex-officio members: the sitting Consul General of France and his Cultural Attaché and two representatives of the Mission Laïque Française, reflecting our long historical relationship with that institution.

The elected members should reflect a broad spectrum of business, civic, professional and academic experience as well as representing the school's ethnic and cultural diversity. Substantial parental participation is important however a parent must serve first and foremost as a Trustee and not as a parent or personal advocate. The sitting Presidents of APPA and the Alumni Association serve as Trustees for the terms of their appointments.

Board meetings are held 6 times a year and include members of the administration although the Board does meet in "Executive Session" without the latter, if desirable. Proceedings are confidential but where appropriate decisions made are communicated promptly to the Awty community. A weekend retreat also occurs annually where matters of strategic importance are discussed.

A Trustee is expected to bring at least two of the three W's: wisdom, work and wealth! A Trustee is NOT PAID and must invest substantial amounts of time on school matters in addition to Board meetings, primarily as members of the various standing committees. All are required to make contributions to the Annual Fund and participate in other fund raising activities and are expected to be involved personally in capital fund raising efforts.

The Committees are the workhorses of the School from a general management point of view. Most are comprised of Trustees, parents who are not trustees, members of the administration and faculty and some "outsiders". The working committees are:

- Finance
- Building & Grounds
- Educational Policies
- Advancement
- Strategic Planning

All of these committees meet at least monthly with a break in the summer.

There are two Trustee-only Committees. The Executive Committee which comprises the Committee Chairs and, if different, the officers of the School, as well as the French Attaché Culturel and one representative of the Mission Laïque Française. The Head of School and the Proviseur are ex-officio members of this committee which also meets in Executive Session if necessary. This committee essentially has the same management powers as the Board other than matters which affect the “existence” of the school. The Committee on Trustees reviews and nominates candidates for the election to the Board and periodically evaluates the performance of the Board overall and of the individual Trustees.

Any parent that feels he / she has the interest and qualifications to serve on the Board should first be willing to commit time and financial resources to the school. He or she should plan to join a committee first and should contact the Chair of the Committee on Trustees to offer his / her services. Acceptance for committee service will depend on both the need for more members or the specific expertise of the candidate. Committee Chairs are identified on the school’s website. Likewise nomination as a Trustee will depend upon the existence of a vacancy, committee performance and specific areas of expertise or other attributes.

### **Finance Committee**

Exercises general supervision over the financial affairs of the school. Reviews monthly financial performance against budget. Monitors compliance with loan covenants, if any. Once a year, works with the administration to prepare and recommend to the Board an operating and capital budget for the upcoming school year and the fees to be charged. Reviews financial impact of proposed major capital expenditures on current and future financial conditions of the school.

### **Building & Grounds Committee**

This is a subcommittee of the Finance Committee since much of its work impacts the financials of the School. It meets separately but the Chair is also a member of the Finance Committee. Exercises general oversight on maintenance, repairs and improvements to the school’s buildings, grounds and related facilities. Manages and monitors major building programs.

## **Educational Policies**

Generally oversees the direction and performance of the School's academic programs. It ensures that the School's curricula support the mission statement, and it provides assistance to the Board and Administration in formulating appropriate resources to provide and support the advertised programs within established budget criteria. Works with other committees as necessary to achieve this goal. May review all curricula, teaching methods and processes of teacher evaluation throughout the school. Reviews all reports by outside inspectors and accrediting agencies and the School's response to them.

## **Advancement Committee**

Responsible for promoting the school with both its internal financial supporters and existing and potential contributors in the local corporate and charitable foundation community. Coordinates Annual Fund raising including Gala, Annual Giving drives and steers and participates in periodic Capital Campaigns.

## **Strategic Planning**

Responsible for developing, at periodic intervals, the school's Strategic Plan and then monitoring its implementation.

The Board also from time to time, appoints ad hoc committees to look into specific issues such as property acquisition, recruitment policies, etc.

The management of any school is a complex process. An international school like Awty, with a dual, parallel curriculum, is especially demanding. It takes a tremendous amount of close cooperation and work from the administration, the committees and the Board of Trustees. The Board of Trustees is a dedicated group of people in place to provide the tools for our educators, key to achieving the school's mission, to do their work.