

## BOARD MEMBER RESPONSIBILITIES

Board members of Pope John Paul II High School are appointed by the Archbishop of Seattle and must be dedicated to the Mission and Vision of the School and the students and families it serves. Board members play a vital role in the following areas: (1) policy and decision making; (2) personal financial support; (3) guidance and support of the administrative team; and (4) cultivating support for the School in the greater community. Board members are expected to:

1. Board Meetings, Retreats, and New Member Orientation. Thoughtfully participate in monthly Board meetings, including voting on actions, and also participate in annual Board retreats. Prepare for Board meetings by reviewing meeting minutes, reports, and other documents disseminated in advance. New Board members are expected to participate in an orientation session and other formation opportunities provided.
2. Understanding Critical Documents. Be familiar with critical documents to understand the School's mission, governance structure, and major policies including: Mission and Vision statements, the Graduate at Graduation, Bylaws, Board and School Policies and Procedures Manual, and the Strategic Plan.
3. Personal Financial Support. Financially support the School by participating in each major fundraising initiative including the Annual Appeal, the Scholarship Luncheon, the Truth and Light Gala, and any Capital Campaign. There is no minimum amount of financial support required, but each Board member is expected to make JPPII a priority in his or her overall giving plan and make what is, for each Board member, a significant financial contribution. It is understood that this may vary greatly among Board members.
4. Service on a Board Committee. Serve on one or more Board Committees. This expectation does not apply to parish priests.
5. Presidential Evaluation. Participate in the annual evaluation of the President by completing the appropriate forms and participate in any executive session called for such purpose.
6. Strategic Planning and Accreditation. Participate in these processes when they occur (currently every six years).
7. Guidance and Support of the Administration. Provide guidance and support to the Board or the Administrative Team in their area of professional expertise.
8. Cultivation of Support in the Community. Be a positive visible presence in the JPPII community by attending school events, and in the broader community. Be a channel of communication from the community back to JPPII. Utilize every opportunity, and their connections, to consistently represent JPPII positively. Assist the Advancement Director, the Recruitment Officer and/or the Development Committee by (a) identifying and helping cultivate prospective donors; (b) identifying and helping cultivate prospective students, and (c) making thank-you calls or notes.

By signing below, I acknowledge that I have read and understand the above responsibilities and expectations of JPPII Board members and will, to the best of my ability, fulfill them.

Signature of Board Member \_\_\_\_\_ Date \_\_\_\_\_