



## Board of Trustees Qualifications

The Montessori Society of Ashton, Inc. (“Mater Amoris Montessori School”, <https://www.materamoris.org/>) welcomes energized individuals interested in joining its Board. The school seeks candidates with a range of interests, particularly but not exclusively in the area of grants and fundraising.

Individuals are encouraged to submit a comprehensive statement to [board@materamoris.org](mailto:board@materamoris.org) reflecting their interest while in consideration of the following:

Each Mater Amoris Board member is expected to:

- Fully understand and commit to the mission, goals, and objectives of the organization.
- Fully understand the roles and responsibilities of the Board of Trustees.
- Fully understand the roles and responsibilities of the staff.
- Largely understand the day-to-day activities of the organization.
- Prepare for and attend all meetings of the Board of Trustees.
- Serve on Board committees and sub-committees as appointed or elected.
- Provide general advice and assistance to the organization upon request by Board members and/or staff.
- Provide reports, materials, and other items associated with Board responsibilities and activities in a timely manner.
- Inform the Board of all actual and potential conflicts of interest relating to the general purposes and activities of Mater Amoris, and to specific issues before the Board.
- Serve as a resource and support for the Head of School.

### Description

Trustees act as voting members of the Board with full authority and responsibility to develop policies, procedures and regulations for the operation of Mater Amoris, and monitor its financial health, programs and overall performance.

### Policy

- to make a final determination and vote on the strategic plan for Mater Amoris and evaluate its performance in accomplishing its mission on an annual basis;
- to review, discuss and vote on program committee guidelines;
- to develop policies for the operation of the program committees, and to develop policies for trustee participation on the Board.

## Personnel

- to hire the executive director, determine performance standards, and evaluate performance on an annual basis;
- to review and approve personnel policies.

## Finance

- to review and approve the annual budget;
- on an annual basis, to review and approve a spending policy for Mater Amoris that fulfill the mission and goals of the school;
- to review and approve adjustments to student tuition and fees;
- to oversee the work of the Finance Committee in defining investment goals, monitoring the management of investments and adhering to tax requirements.

## **Responsibilities of the Trustee are:**

1. To evaluate on a regular basis:
  - a. The organization's effectiveness in accomplishing its mission;
  - b. The role and performance of the Executive Director on an annual basis;
  - c. The effectiveness of the allocation of resources;
  - d. The effectiveness of individual Trustees and of the Board of Trustees as a whole.
2. To establish and oversee:
  - a. Institutional policies including but not limited to a policy of non-discrimination;
  - b. Personnel policies;
  - c. Systems for fiscal accountability.
3. To take responsibility for planning by:
  - a. Ensuring that there is a mission statement;
  - b. Ensuring that there is a strategic plan.
4. To oversee the acquisition and allocation of funds by:
  - a. Defining investment goals;
  - b. Monitoring the management of investments;
  - c. Approving Mater Amoris's overall program plan.