

# **Waukesha Catholic School System**

## **Responsibilities of Individual Board Members**

### **Preface**

This document outlines the responsibilities of the individual member of the Waukesha Catholic School System Board of Directors.

### **Overview**

Individual Board members should ensure that the Board of Directors as a governing body is meeting its responsibilities and should offer their particular skills and expertise to the organization through involvement on board committees, discussions at Board meetings, and other occasions.

### **Responsibilities**

The primary responsibilities of an individual Director are noted below. Each Director is expected to actively participate in:

1. Board Administration:
  - a. Develop an understanding of the roles and responsibilities of the Board and ensure that the Board of Directors, as a governing body, is meeting its primary responsibility of implementing the Mission Statement through regular review and evaluations.
  - b. Attend meetings and come to meetings prepared. Each Director is expected to attend the monthly Board meetings. Each Director is also expected to actively serve on at least one Board committee and to attend 75% or more of the committee's meetings.
  - c. Encourage and support the Principal and school officers.
  - d. Serve as an advocate for the school.
  - e. See to the continued availability of talented and dedicated people to serve on the Board and Board committees.
  - f. Confidentiality applies to all matters unless otherwise noted by the Board of Directors.
2. Strategic Planning
  - a. Develop an understanding of the needs and interests of the school and its constituencies. Each Director is expected to ensure that the school's strategic plan reflects these needs and interests.
  - b. Participate in ongoing formation in the tradition and mission of Waukesha Catholic School System.
  - c. Monitor and evaluate the financial status of the school. Each Director is expected to ensure that resources are available to enable the school to accomplish its mission.

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3. Fundraising and General Support:
  - a. Provide annual personal financial support to WCSS to the level of his or her ability.
  - b. Be actively involved in cultivating donors on behalf of the school. Assist the Principal in introducing potential donors to the school and participating in solicitation or acknowledgement of gifts, if asked.
  - c. Attend certain social functions where Board presence enhances the event, especially the annual Auction, Now and Forever, and other special events that are organized from year to year.

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