



## Board of Directors Job Description

### Mission

MINNDEPENDENT connects and strengthens Minnesota's private and independent schools through exceptional training, resources, and advocacy so they can be student-centered and mission-driven

**We believe** that when every private and independent school is connected and strong, Minnesota's families will be able to select the school that best fits their children, and Minnesota's students will excel.

**We connect** school leaders to each other and build their capacity through access to critical resources so that they are able to lead schools that thrive and meet the needs of their students, families and staff.

**We create** meaningful professional development opportunities for staff & teachers to learn from each other and develop new skills so that they are equipped to build exceptional schools and deliver high quality education for all students.

**We advocate** with a focused and united voice so that local and state policy makers will understand and support policies and practices that strengthen Minnesota's private and independent schools.

### Position

The board of directors will support the work of MINNDEPENDENT and provide mission-based leadership and strategic governance. Specific board member responsibilities may include:

- Serving as a trusted advisor to the president to develop and implement MINNDEPENDENT's strategic direction
- Reviewing outcomes and metrics for evaluating organizational impact, regularly measuring its performance; reviewing agenda and supporting materials prior to board and committee meetings
- Approving annual budget, audit reports, review organization 990 and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the President
- Assisting the board chair, governance committee and president in identifying and recruiting other board members
- Partnering with the president and fellow board members to ensure that board resolutions are carried out
- Attend all board and committee meetings and functions, such as special events

- Serving on committees or task forces and taking on special assignments
- Representing MINNDEPENDENT to stakeholders; acting as an ambassador for the organization
- Ensuring commitment to a diverse board and staff that reflects the communities MINNDEPENDENT serves

### **Fundraising**

Board members will consider MINNDEPENDENT a philanthropic priority and make annual gifts that reflect that priority, based on personal situation. So that MINNDEPENDENT can credibly solicit contributions from foundations, organizations, and individuals, it is expected to have 100 percent of board members make an annual contribution that is commensurate with their capacity. Members will collaborate to support all fundraising efforts, special events and appeals.

### **Board Membership**

The MINNDEPENDENT Board of Directors shall consist of not more than 21 persons, including the following:

- At least 6 persons who are employees of full school members
- At least 2 persons who are community volunteers with demonstrated leadership skills, or parents of students in schools eligible for membership as full school members
- At least 10 persons who are employees of businesses or philanthropic grant making organizations
- The president of the organization

### **Board terms/participation**

Board Members will serve a three-year term to be eligible for re-appointment for one additional term, except in the special cases as needed and identified by the board. Board meetings are quarterly and committee meetings will be held as necessary.

### **Qualifications**

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of private and independent education and the important place the sector plays in education
- Personal qualities of integrity, credibility, and a passion for improving the lives of MINNDEPENDENT schools, students and educators