



## Sherwood Charter School Board - Chair

### About the Role

The Board Chair leads the work of the board by facilitating meetings, coordinating agendas, and serving as a primary point of contact with the school administrator. The role helps ensure the board operates effectively, stays aligned with policies, and meets its governance responsibilities.

### About You

- Interested in leadership and facilitation
- Comfortable organizing information and guiding group discussions
- Able to commit a few hours each month, with occasional extra time during key periods

### What You'll Do:

#### Monthly responsibilities

- Prepare board meeting agendas (30 min)
- Facilitate monthly board meetings using Robert's Rules (1–2 hrs)
- Communicate with the administrator as needed (1 hr)

#### Annual responsibilities

- Coordinate the performance review of the school administrator (8 hrs)
- Support annual board training and development (2 hrs)
- Plan the board meeting calendar for the upcoming year (30min)

#### Ongoing / as-needed responsibilities

- Ensure meetings and board activities align with public meeting requirements and board policies
- Coordinate with board members on committees, roles, and incoming requests
- Call or support special meetings if needed
- Lead executive (non-public) sessions when required
- Represent the board at occasional school or community events, or delegate

### Additional context

- The Board Chair is elected by board members and serves a one-year term (July 1 – June 30)
- Board member terms are two years
- Board meetings are typically held monthly (currently the third Wednesday, primarily via Zoom, with a goal of periodic in-person meetings)

Interested in applying or have questions about the role? Please email [scsboard@sherwoodcharterschool.org](mailto:scsboard@sherwoodcharterschool.org)