



Sherwood Charter School Board - Facilities Liaison

About the Role

As the school board facilities liaison you'll be responsible for attending monthly board meetings, communicating with Sherwood Community Friends Church on facilities related matters, giving input on meeting agendas as needed, and working with the administrator, school office, and board regarding landscape maintenance and the lease or purchase of modular buildings. You will stay in regular email contact with the board chair to be kept apprised of anything happening at the school. Although not required, it is strongly recommended that you join the school safety committee and attend the monthly safety committee meetings.

About You

- Has prior experience or is interested in a leadership role.
- Able to dedicate about 2-3 hours a month to review upcoming materials and participate in monthly board meetings.

What You'll Do

- Quarterly responsibilities
 - Check on maintenance of landscaping around the modular buildings
 - Rain Garden upkeep, per City requirements
- Annual responsibilities
 - Board training (2h)
 - Executive review (2-3h)

- As-Needed responsibilities
 - Respond to school needs as they arise - examples are attending a Friday staff meeting, participating in recognition gifts on days like Administrative Professionals Day.
 - Attend (and perhaps lead) subcommittee meetings, as assigned by the chair
 - Attend executive (non-public) sessions

Interested in applying or have more questions about the role? Please email scsboard@sherwoodcharterschool.org