



Sherwood Charter School Board - Vice Chair

About the Role

As the school board vice chair you'll be responsible for attending monthly board meetings, leading board meetings in the chair's absence, giving input on meeting agendas as needed, monitoring the deliverables to Sherwood School District, and ensuring compliance with deliverable dates. You will stay in regular email contact with the board chair to be kept apprised of anything happening at the school.

About You

- Has prior experience or is interested in a leadership role.
- Able to dedicate about 2-3 hours a month to review and report on the deliverables schedule prior to and during board meetings.

What You'll Do

- Monthly responsibilities
 - Review deliverables calendar and submit information needed for the board meeting agenda (15-20m)
 - Communicate with other board members as needed
 - Participate in monthly board meetings (1-2h)
- 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