

## **Board of Directors' Documents**

### **Board Members' Duties and Responsibilities**

1. A Board Member's first obligation is to become informed about the school's history, mission, philosophy of education, contractual goals, current operations and concerns. Accordingly, each board member will possess and read the Charter and Operating Contract for West Houston Charter Alliance, Inc., the By-Laws and Articles of Incorporation, and must sign the Board Duties and Responsibilities Agreement. In addition, each board member will become familiar with the Core Knowledge Sequence, and supplemental programs used on a regular basis by the school.
2. A Board member must have a general understanding of the Texas Open Meetings Act and a corporate director's duties under corporate law. A Board Member must comply with all laws applicable to corporations (internal rules under Delaware law and external under Texas law), Texas public schools, and Texas charter schools.
3. A Board Member shall read the books and articles as recommended by the Board.
4. A Board Member must participate in training as required by the Texas Educational Agency (TEA) and applicable law for members of a Texas charter school governing board.
5. A Board Member should come to the Board and committee meetings prepared.
6. An individual Board Member should never seek to impose a personal agenda on the School's Administrator or become involved in specific management issues unless directed by the Board as a whole authorized in a meeting held in accordance with the Texas Open Meetings Act.
7. Directions from the Board of Directors should come through the President of the Board or designee and only as properly authorized in accordance with applicable law.
8. A Board Member who learns of a problem should bring that problem to the attention of the Board President.
9. A Board Member must always respect the confidentiality of Executive or Closed Sessions. The failure to do so could expose the Board Member to potential liability and limit the Board Member's immunity defense.
10. Subject to any required vote or action relating to delegation of authority, Board Members should volunteer for assignments at the School, particularly those that may ease particular burdens carried by the School Administrator.
11. Board Members must exhibit loyalty to the School and charter holder and must not engage in any legal or perceived conflict of interest, whether business-related or personal. If a legal conflict of interest exists, the Board Member must comply with applicable law and may be prevented from serving. Board Members should take particular care to separate the interests of the School as a whole from those of their own children.
12. Except in the event that a Board Member has knowledge that action of the School Administrator are contrary to law or not in the best interest of the School or the students, a Board Member has the responsibility to support the School Administrator actively and to demonstrate that support within the School community.
13. Board Members as leaders of the School must have high moral character and embrace the values of a democratic society. They are to adhere to all of the policies and procedures of the School. Board members are expected to set the standard to be followed by the School administration, faculty, staff, students, and parents.

Approved 6/7/10