

GOVERNING BODY OF NEVADA STATE HIGH SCHOOL

Board Member Interest Form

PART I: Job Description

Section A: General Responsibilities:

Responsible for ensuring that the academic program of Nevada State High School (NSHS) is successful, that the school's program and operation are faithful to the terms of its charter, and that the school is a viable organization.

Section B: Specific Responsibilities:

1. Determine the mission and purpose of NSHS and keep it clearly in focus
 - a. Create and periodically review the mission statement which:
 - i. Serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
 - ii. Is used as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purposes.
 - b. Understand and support the mission statement.
2. Select the School Leader
 - a. Reach consensus on the School Leader's job description.
 - b. Undertake a careful search process to find the most qualified individual.
 - c. Oversee and approve contract negotiation and renewal.
3. Support and review the performance of the School Leader
 - a. Provide frequent and constructive feedback.
 - b. Assist when board members overstep prerogatives or misunderstand their roles.
 - c. Provide for an annual written evaluation of the School Leader
4. Ensure effective organizational planning
 - a. Approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and accountability plan.
5. Ensure adequate resources
 - a. Approve fundraising targets and goals.
 - b. Assist in carrying out the development plan.
 - c. Make an annual gift at a level that is personally meaningful.
6. Manage resources effectively
 - a. Approve the annual budget.
 - b. Monitor budget implementation through periodic financial reports.
 - c. Approve accounting and personnel policies.
 - d. Provide for an independent annual audit by a qualified CPA.
7. Determine, monitor and strengthen the programs and services
 - a. Assure programs and services are consistent with the mission and the charter.
 - b. Approve measurable organizational outcomes.
 - c. Approve annual, attainable board and management level goals.
 - d. Monitor progress in achieving the outcomes and goals.
 - e. Assess the quality of the program and services.
8. Enhance Nevada State High School's public standing
 - a. Serve as ambassadors, advocates and community representatives of the school.
 - b. Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.
 - c. Provide for a written annual accountability report
9. Ensure legal and ethical integrity and maintain accountability
 - a. Adhere to the provisions of the school's bylaws and/or articles of incorporation.
 - b. Adhere to local, state and federal laws and regulations that apply to the school.
 - c. Ensure compliance with all federal state and local government regulations.
10. Recruit and orient new board members
 - a. Define board membership needs in terms of skill, experience and diversity.
 - b. Cultivate, check the credentials of and recruit prospective nominees.
 - c. Provide for new board member orientation.
 - d. Establish school policies to guide the school's board members and staff.

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PART II: Public or Self-Nomination

Section A: Nominee Requirements

The committee to form a public charter school NRS 386.520 and the Governing Body (board) of a public charter school NRS 386.549 shall follow legal categorical requirements and guidelines for the selection of members. Whereas, the minimum number of committee to form and governing body (board) members is five; the maximum number of committee to form members is nine, In short, the membership categories are educator (two positions); parent of a pupil enrolled in the school; and person with knowledge and experience in accounting, financial services, law, and human resources (two positions). Use the information above to complete the following:

Check *ALL* the areas that best describe the nominee's personal or professional position

- | | |
|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> NV Licensed school administrator |
| <input type="checkbox"/> Financial services | <input type="checkbox"/> NV Licensed teacher elementary |
| <input type="checkbox"/> Law | <input type="checkbox"/> NV Licensed teacher middle school |
| <input type="checkbox"/> Human resources | <input type="checkbox"/> NV Licensed teacher high school |
| <input type="checkbox"/> Parent of student attending NSHS | |

Section B: Nominee Contact Information

NAME OF NOMINEE

CELL #

EMAIL ADDRESS

HOME #

HOME ADDRESS

CITY, STATE ZIP

Section C: Other Information

There term of service is for two years (2016 – 2018) and board meets five times per year on the third Thursday for the months of August, October, January, April, and May.

Section D: Nominee Statement of Interest

Provide any additional comments you would like NSHS to consider regarding the nominee (*For example, why you believe the nominee is willing to serve in this position*)

Signature _____ Date: _____

If you or your nominee is willing to serve on the Governing Body, then please complete this form and send it to John Hawk, Liaison at 233 North Stephanie Street, Henderson, NV 89074. You may also email the completed form to to jhawk@earlycollegenv.com. **Deadline: Open Until Filled**