**Fairbanks Montessori Association**

**Board Members Job Description**

**Major Responsibilities of FMA Board Members:**

1. Providing continuity for the organization by setting up a corporation or legal existence, and to represent and advocate for the Fairbanks Montessori Association.
2. Select and appoint an Executive Director to whom responsibility for the administration of the organization is delegated.
3. Review and evaluate the Executive Director’s performance regularly on the basis of a specific job description, including executive relations with the board, leadership in the organization, in program planning and implementation, and in management of the organization and its personnel. Offer administrative guidance and determine whether to retain or dismiss the executive.
4. Govern the organization by broad policies and objectives, formulated and agreed upon by the organization’s capacity to carry out programs by continually reviewing its work.
5. Acquire sufficient resources for the organizations operations and to finance the products and services adequately
6. Provide for fiscal accountability, approve the budget and formulate policies related to contracts from public or private resources.
7. Accept responsibility for all conditions and policies attached to new, innovative, or experimental programs.

**Expectations of FMA Board Members:**

1. Regularly attend meetings as scheduled (about 12 per year). Board members who miss three consecutive meetings, without notifying the other board members will be removed from the board.
2. Serve on standing committees and attend committee meetings as a member.
3. Serve on AD HOC committees if appointment and attend committee meetings.
4. Attend board retreats, in-service workshops and other board development activities if they are scheduled.
5. Contribute skills, knowledge and experience when appropriate.
6. Attend and participate in special events as needed.
7. Listen respectfully to other points of view.
8. Volunteer for and willingly accepts assignments and completes them thoroughly and on time.
9. Participate in FMA decision making.
10. Stay informed about committee matters, prepares themselves well for meetings and reviews and comments on minutes and reports.
11. Get to know other committee members and builds a collegial working relationship that contributes to consensus.
12. Be an active participant in the committee’s annual evaluation and planning efforts.
13. Participate in fund raising for the organization.
14. Financially support the FMA.

**Fairbanks Montessori Association**

**Application to the Board of Directors**

The Fairbanks Montessori Association is a parent-run organization, with an up to 11-member Board of Directors serving as its governing body. The main function of the board is to set policy, oversee financial concerns, and develop programs and long-range plans for the Fairbanks Montessori School. A copy of the Board Member Job Description is attached. If you have any questions about serving on the board, you may contact Meini Huser, Board President by email at MHuser@alaskadreamsinc.com

Note: Please submit this application and a 4x6 photograph to the Executive Director

1. Personal Information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone (home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone (cell): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Why do you want to serve on the Board of Directors? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What skills or talents would you be able to contribute to the Board of Directors? \_\_\_\_\_\_\_\_\_\_\_

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1. What would you like to gain from serving on the Board of Directors? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Term: The Board terms are 2 or 3 years
2. Attendance: Can you attend monthly Board of Director meetings held the 3rd Tuesday of each month from 6:00 to 8:00pm? \_\_\_\_\_\_\_ YES \_\_\_\_\_\_\_NO
3. Committees: Please check the committee(s) below on which you would be willing to serve.

\_\_\_\_Finance \_\_\_\_Fundraising \_\_\_\_Facilities

\_\_\_\_Parental Involvement \_\_\_\_Policy \_\_\_\_Education Officer

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Board Member Introduction**

Please Place Picture Here

4x6

**Tell us about yourself:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_