

BOARD MEMBER RESPONSIBILITIES

1. Serves a minimum of one 3-year term on the Board. Eligible to serve two 3-year terms if re-elected.
2. Attend SMNS events, board meetings, and committee meetings. The Full Board of Directors meets the 2nd Tuesday of every other month from 7 pm to 9 pm.
3. Makes a commitment to participate actively in supporting SMNS.
4. Stays informed about issues related to early childhood education, committee matters, is prepared for meetings, and reviews and participates in discussions.
5. Works towards forging relationships with other fellow members, SMNS staff and community.
6. Participates in SMNS fundraising efforts.
7. Participates in the annual executive director and board evaluation, and planning efforts.
8. Participates in the advancement of the strategic plan of St. Mary's Nursery School ([download available online](#))

ABOUT SMNS/BOARD OF DIRECTORS:

SMNS MISSION STATEMENT

Saint Mary's Nursery School is dedicated to the development of young children and to the cultivation of meaningful relationships with our community

BOARD MEMBER EXPECTATIONS

Fundamental legal duties of each individual Board member:

Duty of Care — Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise their best judgment while doing so.

Duty of Loyalty — Each Board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.

Duty of Obedience — Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

Expectations:

General

- Support and evaluate the Executive Director
- Determine mission and purpose of SMNS and support and advocate for them
- Ensure effective organization and Board planning for SMNS
- Ensure adequate and sound financial resources, protect those resources and provide financial oversight
- Make a gift that is meaningful to you, which can be through time, talent and treasure.
- Ensure legal and ethical integrity
- Be an advocate and spokesperson for SMNS
- When your term expires, help to recruit for your replacement

Terms, Meetings & Participation

- Board member terms are 3 years
- Office terms are 2 years
- Attend Board meetings and the annual Board retreat
- Sit on at least one committee
- Attend and/or volunteer at school-wide events as a representative of SMNS
- All Board members are expected to participate in fundraising efforts
- Be prepared

SMNS CODE OF ETHICS

*Respect for the communities we serve
Integrity in our actions
Responsibility for our decisions and their consequences*

We are committed to:

- Acting honestly, truthfully and with integrity in all our transactions and dealings
- Treating every individual with dignity and respect
- Acting responsibly toward the communities in which we work and for the benefit of the communities that we serve
- Faithfully abiding by the Articles of Incorporation, by-laws and policies of SMNS
- Fully disclosing, at the earliest opportunity, information that may result in a perceived or actual conflict of interest
- Fully disclosing, at the earliest opportunity, information of fact that would have significance in Board decision-making
- Remaining accountable for prudent fiscal management to SMNS, the Board, and nonprofit sector, and where applicable, to government and funding bodies
- Respecting the confidentiality of sensitive information known due to Board service
- Respecting the diversity of opinions as expressed or acted upon by the SMNS Board
- Maintaining contractual obligations as a parent of children attending SMNS (if applicable)

SMNS strives to maintain an environment that is free from illegal discrimination and harassment. Any Board member who engages in discriminatory or harassing conduct is subject to removal from the Board.