

THE PENINSULA BRIDGE PROGRAM

RESPONSIBILITIES AND EXPECTATIONS OF THE BOARD OF DIRECTORS

Purpose:

The Board of Directors is the governing and fiduciary body of the Peninsula Bridge Program. It exercises, directly or through delegation, all corporate powers. The Board approves policy and monitors the Program's general health and direction. Except when convened as a corporate body, individual board members have no authority.

Primary Responsibilities:

- Define and articulate the mission and core values of Peninsula Bridge
- Shape organizational strategy and actions
- Approve the annual budget and ensure necessary resources
- Monitor financial performance and ensure fiscal controls (including annual financial statements or audit)
- Gauge efficiency, efficacy, and impact of organization and programs
- Select, support, and evaluate the Executive Director
- Identify, recruit, and elect board members
- Establish governance polices, follow bylaws, and develop board structure
- Promote strong ethical values and compliance practices

Primary Expectations:

- Maintain knowledge of the mission, history, programs and policies of Peninsula Bridge, as well as an awareness of national trends in education
- Attend at least 4 out of 6 annual board meetings
- Prepare for board meetings in advance by reading agenda and supporting material
- Participate at meetings by encouraging constructive debate, sharing perspectives, providing thoughtful feedback, and asking questions
- Advocate on behalf of Peninsula Bridge at events and in appropriate public settings
- Join one or more active board committees and attend scheduled meetings
- Be available for counsel, assistance, or ad hoc meetings when requested by the Chairman or Executive Director.
- Put the organization's interests first, set aside personal agendas, and avoid situations that could cause a conflict of interest
- Maintain confidentiality of information
- Cultivate a strong and honest relationship with the Executive Director
- Promote an ethos of transparency by ensuring that all stakeholders have access to appropriate and accurate information regarding finances, operations, and results
- Make a personally meaningful financial contribution on an annual basis and use networks to secure funds, expertise, and access

Membership:

- Board nominees shall be elected based on their interest and ability to contribute to the mission of the Program and to fulfill the duties of a board member as described above, their interest and experience in education, and achievement of success in their field of work
- Members are elected for renewable terms of three years each.
- The Officers of the Board include Chairman, Treasurer and Secretary
- The Program encourages diversity in gender, race, income, and national origin among its Board of Directors.

Meetings:

The Board of Directors is convened six times per year for regular meetings. The three standing committees of the Board meet on a schedule mutually agreed-upon by committee members. Ad hoc committees may be established by the Board and will meet on a mutually agreed-upon basis.