

**Lewis Center for Educational Research  
Board of Directors Agreement/Job Description**

I, \_\_\_\_\_, understand that as a member of the Board of Directors of the Lewis Center for Educational Research ("LCER Board"), I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. As part of my responsibilities as a board member:

I will stay informed about what's going on in the organization and will ask questions and request information as necessary.

I will govern and establish policy and not manage. I will bring any concerns I may have on any issue to the LCER Board Chairperson, , or the President/Chief Executive Officer ("CEO").

I will participate in and take responsibility for making decisions and establishing direction on organizational goals, policies, fiduciary matters, and other Board appropriate matters.

I acknowledge that successful organizations have Boards that work with management as team members and partners. Therefore, I will work collegially with staff and other board members toward achievement of our strategic goals and will place the best interest of the organization above any individual interest.

I understand that as an individual Board member, I may not give direction to staff. The Board as a whole gives direction to the CEO, who then directs staff.

I will interpret the organization's work and values to the community, represent the organization in a positive manner, and act as a spokesperson.

I will attend at least 75 percent of the regular LCER Board meetings either in person or telephonically. Special circumstances that would prohibit my attendance to 75 percent of the regular LCER Board meetings must be pre-approved by the LCER Board Chairperson. Additionally, I will make it a priority to arrive on time, stay until adjournment, and attend all special meetings.

I will review all meeting materials prior to meetings so I am prepared. If I have any questions about reports or discussion/action items on the agenda, I will contact the CEO or the LCER Board Chairperson before the meeting so that I come informed and ready to participate in discussion.

I will contact the LCER Board Chairperson two weeks in advance if I wish to place an item on the board meeting agenda.

I will visit and tour each school site at least twice per year and will attend special events as I am able. When possible, school tours will be made available immediately following Board meetings.

I will attend an annual training that includes Conflict of Interest, the Brown Act and Board Responsibilities.

Understanding that the law requires that I regularly submit the Statement of Economic Interests Form 700, I will take responsibility for submitting my forms upon assuming office, annually and upon leaving office.

I will ensure that I meet the requirements contained in the Brown Act and hold my fellow LCER Board members to the same standard.

I will keep expulsion, personnel information, litigation information and any other matters discussed in closed session in the strictest of confidence.

I will recuse myself from discussions and votes when I have a conflict of interest.

I will make a personal financial contribution annually at a level that is meaningful to me.

I will actively participate in, either as a volunteer or attendee, one or more fundraising activities. I will also support fundraising efforts by either giving or getting financial contributions.

I will share contacts among my colleagues that could increase the number of fundraising volunteers or allow the organization to present fundraising plans and proposals.

I will sign and follow the organizations Volunteer Confidentiality Agreement, procedures and the rules contained therein.

I will abide by the LCER Board adopted Code of Ethics.

If I don't fulfill the responsibilities of a Board member, as outlined in this job description, I will expect the LCER Board Chairperson to discuss this issue with me. I acknowledge that if I continue to be lax in fulfilling my responsibilities, I may be removed from the LCER Board of Directors.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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