



Board of Directors Selection Process & Responsibilities for Innovation Montessori

Updated 8/15/24

The outline below provides overall guidance on the structure of the selection process for Board of Directors (BOD) members to apply and be voted in for Innovation Montessori. This process will generally run for 3-6 months from interest submission to vote (depending on timing of BOD meetings).

Interested Board members should take the following steps:

- 1) Submit resume and cover letter to Board President & BOD Nominating Committee Contact for circulation amongst board members.
- 2) Attend 3 Board meetings, which may or may not be consecutive based on the discretion of the Board members and meeting agendas.
 - a. 1st meeting - Introduction and circulate resume (may be followed by introductory call with a BOD member as needed)
 - b. 2nd or 3rd meeting - Interview with current Board Members to determine fit with current board needs
 - c. At next available meeting - Vote by Board Members
- 3) Join a BOD committee and participate in an active project to demonstrate work ethic, commitment to delivering on expectations, and fit with area of need on BOD (e.g., legal, Montessori experience, building/ project management, etc.) Committee participation should take place within the 3-4 month window between interest submission and vote.
- 4) Submit 3 reference names to BOD President & BOD Nominating Committee Contact to be checked prior to vote and summarized notes provided to current BOD members for review.

Required qualifications for all Innovation Montessori Board of Directors candidates include:



1. Proven ability to lead a team, define strategies and execute tactics.
2. Willing to be a “jack of all trades” and step outside of comfort zone to contribute in multiple areas.
3. Professional experience related to the specific area of need/interest.
4. Passion and interest in Montessori education.
5. Significant connections within the local community and businesses.
6. Ideally external to the school community, although internal community members can be considered if other qualifications are met.
7. Capability to give to the school both financially and by volunteering time at school events.
8. Ability to attend 2-3 evening meetings per month (4-8 hours per month of time average).
9. Willingness to serve for a 1-year term at the end of which an evaluation of commitment and performance will be conducted with the intent and hope to extend to a 3-year term.

Individual Board Member Roles and Responsibilities:

- 1- Committing self to mission.
- 2- Make meaningful personal contribution.
- 3- Identify, evaluate and cultivate prospects.
- 4- Make introductions to prospects.
- 5- Organize and attend special events.
- 6- Various methods of fundraising.
- 7- Attend face-to-face solicitations.
- 8- Write or sign appeal letters.
- 9- Thank donors.
- 10- Sets Organizational direction
- 11- Provides oversight
- 12- Ensures necessary resources

Under nonprofit corporation law, each individual board member must meet certain standards of conduct and adhere to specific responsibilities to the organization. These are the Duty of Obedience (comply with applicable federal, state, and local laws; adhere to organization’s bylaws; and remain guardians of the mission), the Duty of Care (pay attention to organization’s activities and operations), and the Duty of Loyalty (put the interests of the organization before personal and professional interests).



Current Board of Director Positions as of 8/15/24

Officer Positions:

1. President - Leads the organization and provides guidance and strategic planning for the entire organization, including the Principal(s). Currently held by Stacey Williams
2. Vice-President - Supports the President. Currently held by Brett Casey
3. Secretary - Documents the ongoing procedures and plans of the Board of Directors ○ Currently held by Marissa Caravelis
4. Treasurer - Provides financial oversight of the organization ○ Currently held by Kevin Stone

BOD Member Positions:

Currently held by Scott Farber and Kate George.

Various additional roles and ways to contribute as BOD Members include:

- PTO/Community Liaison - Conduit for communication between PTO, Administration and parents
- Building/Facilities - Liaison with builders and Administration/BOD in developing and maintaining current facilities.
- Education - Focus on supporting on the public Montessori charter educational experience.
- Legal/Governance - Focus on policies, procedures, and legal considerations and maintains documents.
- Fundraising/ Events - Develops strategy and organizes efforts for fundraising, grants, and events.
- PR/Marketing/Communications/Web - Creates and develops marketing and communication strategies and collateral
- Community/Govt. Relations - Liaison with the city, county and state. Promotes school initiatives and pursues partnerships.



Examples of Board Committees

Executive Committee- Oversees and ensures legal and moral adherence to mission, vision, values and bylaws set forth by the BOD. Comprised of President, Vice President, Secretary and Treasurer.

Policy and Governance- revision and periodic review of bylaws, governing board procedures, etc. Ability to offer legal advice where necessary as related to BOD matters. Experience in the legal field a plus.

Building Committee – Oversees planning and execution of facility-related development and updates. Partners with external real estate partners and funders on design and development of new facilities. Gathers input and provides feedback on design elements as they relate to the overall educational experience. Experience in Construction Project Management, Real Estate, Architecture, or Interior Design a plus.

Finance Committee – Oversees budgeting and fiduciary responsibilities for the Governing Board. Provides input into various financial forecasting and budgeting scenarios and runs analysis by request. Experience in Accounting, Finance, or Analytics a plus.

Audit Committee- Works with Administration to ensure adherence to the Montessori model while in a public charter school setting. Montessori experience a plus.

Nominating Committee - Oversees BOD selection process.

HR Committee - Ad hoc committee utilized on occasion to support review of HR matters and policies.