

Blue Oak School Charter Council

Policy #1: Charter Council Chair DRAFT 11/6/14 v.2

I. Desirable Personal Characteristics/Behaviors

- Bring no personal agendas, including the application of religious views to Blue Oak School matters.
- Understand that the Executive Director is an employee of Charter Council; as such he is supported, but not mentored per se by the Chair.
- Be goal directed
- Have emotional maturity (self- and social awareness = emotional intelligence)
- Be flexible and persistent
- Be committed and independent-minded and understand the big picture
- Be compassionate and proactive (also known as “spiritual intelligence”)

II. The job of Charter Council Chair

A. Power

The Chair has no power separate from Charter Council as a whole, unless specifically given that power by By Laws or Governance Policies. To date Chair is empowered to investigate complaints brought to Charter Council and to set meeting Agendas in consultation with the Executive Director.

B. Administrative Role

1. Charter Council Chair serves as a facilitator. She chairs Charter Council meetings and manages the conversations. She summarizes what she is hearing in order to help the conversation go forward. She ensures equal voice. She facilitates the decision-making process through motions and voting.
2. Chair distinguishes between personal opinion (which is often irrelevant) and professional expertise. He helps the Charter Council members and the Charter Council as a group understand and perform accordingly.
3. Together, Chair and Executive Director ensure that Brown Act is followed.
4. Together, Chair and Executive Director develop Charter Council meeting agendas reflecting Carpenter’s 30/30/30 topic formula with a focus on data not process.
5. Chair reviews Draft meeting minutes for accuracy and completeness before wider distribution.
6. Chair partners with the CEO to ensure that the Charter Council and its committees do not venture into management.

7. Together, the Charter Council Chair and CEO facilitate the proper relationship between the Charter Council and its committees. (And the CEO makes sure that his or her staff who work with Charter Council committees understand the distinctions between governance and management and effectively enable Charter Council members and committees.)
8. When it comes to poor performance by Charter Council members, the chair participates in conversations with the Governance Committee. The Governance Committee proceeds through all the various steps of performance feedback,
9. Remind members that, barring exceptional circumstances, three (?) absences of a member from meetings constitutes resignation of the member, unless explicitly or implicitly waived by Charter Council as a whole.
10. Arrange for annual Charter Council member training sessions.
11. At their last meeting, arrange for the election of a new Charter Council Chair and Vice-Chair.

C. Ethical Issues

1. Discuss conflicts of interest. The burden of decision rests initially on the Charter Council member to determine the existence of a conflict of interest. If the conflict affects only an occasional item of business, the member should withdraw from the meeting until the next item of business is introduced; but if the conflict is of a recurring nature, the member should resign.
2. Ensure that every Charter Council member signs Governance Policy #5 regarding conflict of interest and maintenance of Confidentiality.

Sources:

1. Jennifer McQuarrie, Lawyer and Policy Trainer for BOCC
2. General Responsibilities of Administrative Advisory Board Chairs and Vice-Chairs
http://www.brown.edu/Faculty/Faculty_Governance/committees/Guidelines%20for%20Advisory%20Board%20Chairs.pdf
3. Board Chairs-<https://nonprofitquarterly.org/governancevoice/23611-board-chairs.html?gclid=CPqrn-WBw8ECFSpk7AodhX8AcA>
4. Best and worst of Board Chairs-<https://nonprofitquarterly.org/governancevoice/559-the-best-and-worst-of-board-chairs.html>
5. Carpenter PhD, Brian, Charter School Board University: An Introduction to effective Charter School Governance

Draft prepared by Jonathan "Joc" Clark, Ph.D., for the BOCC Governance Committee on Oct 22, 2014

Approved: ____/____/____