

BOARD OF TRUSTEE PROTOCOL

The board is responsible for policy decisions, fiscal accountability, and charter fidelity . When asked questions by parents or crews, board members are free to offer opinions or council. However, final decisions or actions require approval of the entire board. No board member can officially act alone.

Each board member is responsible to stay informed on the issues using information received prior to board meetings.

How do items get on the agenda?

- The Chair is responsible to create an agenda for each board meeting. He may ask the Secretary to help. At Entheos, contact board Secretary to add agenda items.
- A board member must specifically request the item be added to the agenda.
- The Chair has the responsibility of prioritizing or assigning times to the agenda items in order to facilitate an efficient meeting.

How does the board make decisions?

- Research is completed by committee or by board member.
- A request is made to put the item on the agenda, 2 weeks prior to board meeting.
- A formal proposal is written and disseminated to the rest of the board for review -one week in advance of the board meeting.
- The proposal is presented to the board, discussed, and voted on.
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What is the purpose of a board meeting?

- Create and approve policy
- Receive fiscal, administrative and state reports & ask questions
- Discuss issues in area of board authority prior to board decision
- Authorize actions
- As a general rule, board meetings are NOT the time for research. It is time to clarify and summarize research.

How should minutes be taken?

- Motions must be written down word for word.
- Each board member's vote must be recorded on each action item.
- A brief summary of items discussed.
- Minutes taking is the responsibility of the board secretary, approval is the responsibility of the board.