



UFS International

GOVERNING COUNCIL POLICY

1. THE ROLE OF THE GOVERNING COUNCIL MEMBERS

1. The Council adopts a clear statement of the school's mission, vision and strategic goals and establishes policies and plans consistent with this statement.
2. The Council is responsible for the school's financial stability and the financial future of the institution, engaging in strategic financial planning, assuming primary responsibility for the preservation of capital assets and endowments and overseeing operating budgets. It delegates to the Headmaster the approval of budgeted capital expenditure under a stated limit, but itself approves any capital expenditures outside the budget.
3. The Council recognizes that its primary work and focus are long range and strategic.
4. The Council appoints the Headmaster, works collaboratively with the person, seeking his/her counsel on all matters of policy development, planning and finance. The Council delegates the administration of the school to the Headmaster, subject to the Council's review. The Council assesses the administration of the school through a periodic written evaluation of the Headmaster's performance.
5. The Council keeps full and accurate records of its meetings, committees and policies and communicates its decisions widely, while keeping its deliberations confidential.
6. Council composition reflects the strategic expertise, resources and perspectives (past, present, future) needed to achieve the mission and strategic objectives of the school.
7. The Council is committed to a program of professional development that includes annual new Governor Orientation, ongoing Governor Education and Evaluation, and Council leadership succession planning.
8. The Council conducts an annual evaluation to monitor its own performance and to set its goals for the coming year.

2. THE ROLE OF A GOVERNOR

1. A Governor actively supports and promotes the school's mission, vision, strategic goals and policy positions.
2. A Governor is knowledgeable about the school's mission and goals, including its commitment to equity and justice, and represents them appropriately and accurately within the community.

3. A Governor stays fully informed about current operations and issues by attending meetings regularly, coming to meetings well prepared, and participating fully in all matters.
4. An individual Governor does not become involved directly in specific school management, personnel, or curricular issues.
5. Governors are called upon to contribute their time, thought and energy to support the viability and growth of the school.
6. The Governor takes care to separate the interests of the school from the specific needs of a particular child or constituency.
7. A Governor accepts and supports Council decisions. Once a decision has been made, the Council speaks as one voice.
8. A Governor keeps all Council deliberations confidential.
9. Authority is vested in the Council as a whole. A Governor who learns of an issue of importance to the school has the obligation to bring it to the Head of school, or to the Council Chair, and must refrain from responding to the situation individually.
10. Each Governor, not just the Treasurer and Finance Committee, has fiduciary responsibility to the school for sound financial management.
11. To summarize:

The work of each Governor is:

- a) Fiduciary expectations of duty (financial)
- b) Care (decision making for the greater good)
- c) Obedience (to laws and bylaws)
- d) Focussing exclusively on policies and strategies that are future-focused.

Governors Responsibilities:

- a) Board Meeting Attendance - coming to meetings prepared and having read previous minutes, Headmaster's Report, Financial Reports and Background Material.
- b) Involvement in Sub-Committees – Governors are asked to serve actively on at least one sub – committee.
- c) Role of Ambassador – Governors should take every appropriate opportunity to increase public awareness of the school.
- d) Preserve the confidentiality of meetings
- e) Participate in school activities – to support special events by their attendance and participation.
- f) Understanding Roles and Respecting Boundaries – Governors acknowledge that their role is governance and leadership not management. A Governor who receives a complaint should direct the complaint to the Headmaster whom the Council supports.