



Procedures 2.02

Category: Governance and Operations

Role of the Charter Board Member

BACKGROUND & RATIONALE

The CAPE Society charges the CAPE Charter, as the governance body of the charter school, to provide overall policy direction and leadership for the School. As such, the CAPE Charter Board is responsible for the operation of the school through its officers, the Superintendent and the Secretary-Treasurer. The power to make decisions regarding the School's operations is vested in the Charter Board as a collective whole. The role of the board member is to contribute to the Charter Board as it carries out its mandate in order to achieve its mission and goals.

PROCEDURE

1. The CAPE Charter Board member will abide by CAPE Policies and procedures.
2. The CAPE Charter Board member will participate in an orientation or in-service session for all newly elected Board members to become familiar with the role and responsibilities of the CAPE Charter Board and its members.
3. The CAPE Charter Board member will, whenever possible, attend in-service session and/or Professional Development initiatives offered by a Board, and submit receipts to the administration office for reimbursement.
4. The CAPE Charter Board member will, when directed by the CAPE Charter Board to a specific research and/or study task bring back to the Charter Board all available information for review and/or action.
5. The CAPE Charter Board member will participate in regular Board meetings, special Board meetings and Annual General Meetings, and any other meeting called by the CAPE Charter Board.
6. The CAPE Charter Board member will provide the CAPE Charter Board with a Letter of Intent to Remain on the Board or a Resignation Letter upon Charter Board request.

References:

Policy 2.02

School Act, Sections 36, 60 (and 61, 68, and 76 even though these sections do not apply to charter schools)

CAPE Bylaws

Adopted: March 14, 2013

Motion: #2013-3-14-35

**CAPE-Centre for Academic and Personal Excellence
Administrative Manual**

Procedures 2.02

Category: Governance and Operations