



PROVIDENCE CHRISTIAN ACADEMY

*Soli Deo Gloria*

## Board of Directors Job Description and Qualifications

### I. General

- A. **Position Title:** Member of the Board of Directors
- B. **General Responsibility:** Board members represent the school in determining and requiring accomplishment of the school's mission and shall have full power to conduct, manage, and direct the business and affairs of the corporation. The responsibilities of the Board shall include, but not be limited to, making policy, establishing tuition and fees, promoting Christian education in the community, and praying for the ministry of the school.
- C. **Supervision:** The Board Member joins the Board of Directors collectively with one voice to supervise and evaluate the school Superintendent.
- D. **Service:** The Board Member recognizes this role requires a servant's heart in accordance with Matthew 20:17, "And whosoever will be chief among you, let him be your servant."
- E. **Term:** Each Board member shall serve on the Board of Directors for a term of four (4) years, and until his or her successor is elected unless such service is terminated by resignation or dismissal. Any Board member may, if re-elected, serve a second successive four-year term. After a second term on the Board, the Board member shall step down from service for at least one full four-year term before being eligible again for the Board.
- F. **Accountability:** The Board Member will report to the Board of Directors of PCA.
- G. **Reviews:** The Board or Board Committee will do an annual review of performance and salary of the Superintendent of PCA.
- H. **Salary and Benefits:** The Board Member will not receive any salary or benefits. The Board Member position may receive reimbursement for approved expenses or compensation for other professional services for the corporation.
- I. **Accessibility:** The Board Member will make every reasonable attempt to attend all board meetings and functions as directed by the Board. Participation in other school events and other similar activities may also be needed.

### II. Required Qualifications

- A. **Age:** Members of the Board of Directors shall be at least 21 years of age.
- B. **Competency:** Members of the Board of Directors shall have the necessary competencies to credibly discharge the responsibilities of the position of Director.
- C. **Profession of Faith:** Members of the Board of Directors shall be professing Christians who demonstrate a true and lively faith, and they shall demonstrate an attitude and way of life consistent with biblical standards so as not to be a hindrance to the work of this ministry.

- D. **Confessional:** Members of the Board of Directors shall subscribe to one or more of the following historic Reformed creeds:
- ❖ *The Second London Baptist Confession of 1689;*
  - ❖ *The Westminster Confession and Catechisms;*
  - ❖ *The Three Forms of Unity (The Belgic Confession, The Heidelberg Catechism, The Canons of Dordt);*
  - ❖ *The First or Second Helvetic Confession*
- E. **Composition:** At no time shall the composition of the Board of Directors fall below a two-thirds majority of directors who subscribe to The Second London Baptist Confession of 1689.
- F. **Subscription:** Members of the Board of Directors shall subscribe to the *Doctrinal Synopsis* of Article IV without reservation and shall also subscribe to the Philosophy of Education of Article V of the Bylaws and sign the Doctrinal Affirmation of Article IV prior to serving and annually thereafter;
- G. **Affirmation:** Members of the Board of Directors shall affirm by signature annually the *Leadership Commitment* and *Lifestyle Statement* indicating their agreement to the Christian moral standards of the school and confirming that they are members in good standing or pursuing membership in an evangelical, Bible-believing, local church, providing contact information for pastor/elder reference.
- H. **Role Model:** Being a Christian Role Model is a bona fide Board Member requirement of *Providence Christian Academy*. Cause for termination and dismissal may include, but is not limited to, any one or more of the following: homosexuality, heterosexual activity outside of marriage, intemperance, abuse of a student or faculty or family, absence without notification, abandonment of position, neglect of duty, deviation from scriptural standards, or any conduct tending to bring discredit upon the school or upon the board member that causes a diminishing of their effectiveness as a Christian role model for the students of *Providence Christian Academy* (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16, 2:15-17; I John 3:1-3).

### III. Additional Personal Qualities

- A. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
- B. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- C. Meet everyday stress with emotional stability and objectivity.
- D. Maintain a personal appearance and deportment that is consistent with school policy.
- E. Respectfully submit and be loyal to constituted authority.
- F. Notify the Board Chairman of any policy they are unable to support.
- G. Refuse to use or circulate confidential information inappropriately.
- H. Make an effort to appreciate and understand the uniqueness of the PCA community.
- I. Demonstrate organization skills, flexibility, and sound decision-making skills.
- J. Have the spiritual maturity and personal leadership qualities to "train up a child in the way he should go."
- K. If married, have the support of the spouse and minor children.
- L. Understand Biblical principles of stewardship and make responsible use of school resources, which include the individual's time and talent.

#### **IV. Essential Functions of the Position**

- A. The Board of Directors helps set the spiritual tone for the school. Board members shall pray both individually and corporately for the administration, faculty, staff, parents, and children of the school. They will be inclined to prayer, ever mindful of their own dependence on God for His grace and wisdom manifest in their leadership.
- B. The primary function of the Board of Directors is to set school policy, not to administer the school. The daily administration is the work of the Superintendent. The Board's policies set the boundaries within which the Superintendent administers the school.
- C. The Board's authority is corporate. Individual Board members have authority to act only when the Board is convened in regular or special session. There shall be only one line of authority, which will flow from the Board of Directors through its President to the Superintendent, who is charged with the responsibility for properly conveying the decisions and actions of the Board to the faculty, staff, students, and parents as appropriate.
- D. The Board of Directors shall procure, protect, maintain, and manage the property and equipment of the school.
- E. The Board of Directors shall oversee the general financial operation of the school by approving annual budgets, devising methods of raising necessary operating funds, and determining how these funds shall be disbursed.
- F. The Board shall arrange for a certified financial audit on an annual basis and shall appoint an Audit and Compliance Committee to retain a certified public accountant to conduct the audit. The Audit and Compliance Committee shall review the certified financial audit, report to the full Board the results of the audit, and make any recommendation to the Board as necessary in light of the audit.
- G. The Board shall adopt a policy requiring officers, employees, or others responsible for any aspect of the finances of the Corporation to make accurate and complete financial accounting to the Board and shall encourage the reporting to the Board of any suspected financial impropriety.
- H. The Board of Directors shall have the authority to borrow money in the name of the school, but all measures will be taken to operate with a balanced budget.
- I. The Board of Directors shall determine the fiscal year for the school.
- J. The Board of Directors shall exercise due care to determine that the school operates according to accepted legal principles which should include, but not be limited to, obtaining competent legal advice, and consideration of safety and personnel issues.
- K. A significant duty of the Board of Directors is the selection, fair compensation, nurture, annual evaluation, and, if necessary, the termination of its Administrative Officer (Superintendent). The Superintendent, as its sole agent, will implement the Board's legislated policies and directives and manage the day-to-day operation of the school. The annual evaluation of the Superintendent is the responsibility of the entire Board of Directors.
- L. The Board of Directors shall determine a thorough and specific job description that delegates authority to the Superintendent to hire, train, motivate, compensate, evaluate, and, if necessary, terminate all faculty and staff in a professional and caring fashion. After careful consideration of their spiritual and academic qualifications, such employees shall be chosen to meet the educational objectives and execute the academic programs and policies of the school.
- M. The Board of Directors shall reserve the right to dismiss any personnel associated with the school who do not fulfill the requirements set forth in these Bylaws or in their employment agreement, or who fail to be a Christian role model. This right should also be reserved for those occasions when, in the face of clear scandal or offense, the Superintendent is unavailable, fails to act, or refuses to act. The vote on such a dismissal must be a three-fourths majority. Care must be taken to ensure that the Board relies upon credible witness and acts

upon truth—not unsubstantiated slander or the claims of consistently disgruntled or critical individuals. The provisions of Article XIV of these Bylaws should guide this process should there be a need for dispute resolution.

- N. Conversely, the Superintendent may not prevent staff from grieving to the Board of Directors when (a) internal grievance procedures have been exhausted and (b) the employee alleges that Board policy has been violated to his or her detriment.
- O. The Board of Directors shall ensure that the Superintendent develops, revises as needed, and annually makes available to all employees a Faculty and Staff Employment Handbook.
- P. The Board of Directors shall task the Superintendent to approve the educational programs and standards of achievement for the school. This shall include the review and approval of all textbooks and courses of study recommended by the school's faculty under the leadership of the Superintendent.
- Q. The Board of Directors shall evaluate itself annually. Each member shall also evaluate his or her willingness and ability to continue in a Board position. Individual Board members shall annually sign the organization's *Doctrinal Affirmation, Lifestyle Statement, and Leadership Commitment* forms.

**V. Ten Questions to Ask Before Agreeing to Serve on the PCA Board**

1. What will be expected of me as a responsible board member?
2. Can I make the time available to effectively serve on the board—to do the necessary homework, to attend meetings and board retreats, etc.?
3. What qualifies me to serve on the board? What would I bring to the board in terms of my experience, abilities, interests, resources, and relationship?
4. How long of a commitment am I willing to make to this organization?
5. Do I really believe in the organization goals and purpose?
6. Do I feel truly supportive of the organization's President, Principals, Administrative staff, and Teachers?
7. If married, is my spouse supportive of my serving on this board?
8. Are there any hidden things in my life that would disqualify me from serving, if they were known?
9. Is there any reason I should not serve on the board?
10. Do I sense God's leading in this decision?