



## **Board of Governors: Description and Application Form 2018-2019**

### *Overview*

The Armbrae Academy Board of Governors is made up of volunteers consisting of parents, former parents, alumni, members of the local community, as well as four non-voting, ex-officio members: one Faculty representative, the Junior School Director, the Senior School Director, and the Head of School.

The Board of Governors has between ten and fourteen elected members (seven-eight of which are parents of a child(ren) currently enrolled at Armbrae), and ex-officio members. The term for an elected member is three years. A member may be re-elected and normally shall serve no more than two consecutive terms.

The Selection Committee makes every attempt when offering positions on the Board to elect members who have the expertise and diversity (skills, experience, and qualifications) needed to achieve the mission and strategy of the school.

Board Member responsibilities include preparing a clear statement of the school's philosophy, goals and objectives; establishing general policies under which the Head of School will administer the school; maintaining the financial health of the school, including approving and monitoring the budget and assets represented by the buildings and grounds; selecting and evaluating the Head of School; and attending regular board meetings (an average of six meetings per year).

### *Time and Financial Considerations*

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the coming years as well as the ways to contribute to the development of Armbrae.

There are typically 5 - 6 Board Meetings per year.

Board members serve on *Standing Committees* which include: Executive, Board Development, Finance, Infrastructure (Building and Grounds), Fund-Raising, Alumni, and Marketing. Other committees at school may request board participation.

## *Declaration of Candidacy*

The Process:

- a) Submit the one-page Board Application (see below) and your résumé to the Head of School ([head@armbrae.ns.ca](mailto:head@armbrae.ns.ca)) and/or the Board Chair ([ArmbraeBoardChair@armbrae.ns.ca](mailto:ArmbraeBoardChair@armbrae.ns.ca)).
- b) If the supplication is submitted via email, please indicate “New Board Member Application” in the subject line.
- c) A copy of the application and resume will be distributed to the selection committee.
- d) Applicants will be contacted regarding their candidacy - ie do they fill a vacancy among the expertise of the current board members (skills, experience, and qualifications).

Resources available to prospective members: Organizational Documents: Strategic Plan, *CAIS Governance Guide*, etc. can be found on the Armbrae website <https://www.armbrae.ns.ca/about/leadership>

## Application to Serve on the Board of Governors of Armbrae Academy 2018-2019

Name	
Occupation	
Contact Details	
Address	
<i>Telephone</i>	
<i>Cell Phone</i>	
<i>E-mail</i>	

Thank you for your interest in the Board of Governors of Armbrae Academy. Please answer the following questions in order for the committee to better understand your potential contributions. Decisions are based on the members who have the expertise and diversity (skills, experience, and qualifications) needed to achieve the mission and strategy of the school.

1. Briefly outline the specific skills you bring and/or contributions you hope to make, to the Board of Governors.
  
2. Have you served on a Board of directors before? If so, please state the organization name and your position/role/contributions to that board.
  
3. Are you currently serving on a Board of Directors for another organization? If so, please state the organization name and your position/role/contributions to that board.
  
4. Please include a brief biography with your application.