



**King Chavez Public Schools  
Board of Trustees  
Referral Packet and Instructions**

For more information, please contact:

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## CALL FOR BOARD REFERRALS

King Chavez Public Schools invites referrals of individuals interested in serving on its Governing Board. We are seeking Members who are committed to providing time and resources toward governing King Chavez Public Schools.

We are seeking potential Members who possess some combination of the following attributes:

- Commitment to the King Chavez mission
- Demonstrated ability to raise funds or gain access to funds
- Finance Skills: A background and demonstrated success in the area of finance
- Management Skills: have strategic and decision making skills that are the hallmarks of effective managers
- Serve and act for the benefit of the entire King Chavez community
- Political clout or the connections (within the business, government, and/or non-profit communities) that can facilitate the King Chavez ability to fulfill its mission
- Relationship builders
- Forward-looking, strategic thinkers
- Effective communication skills
- Strong background working in the local community
- Strong Background in reform-based education particularly with a focus on small high performing high schools

Eligible candidates must be at least 18 years.

## WHAT IT MEANS TO BE A BOARD MEMBER

The King Chavez Board Governing Board acts in trusteeship for all members of the King Chavez community. It establishes and follows policies for governing all of the King Chavez Public Schools. It ensures that the CEO fulfills standards of performance that it establishes and that the entire organization is performing in a way that embodies excellence. In executing these responsibilities, the Governing Board commits itself to ensuring that:

- A vision for accomplishing the King Chavez mission is established and maintained
- The King Chavez mission will remain appropriate to and consistent with its non-profit status
- The King Chavez will fulfill its mission efficiently
- The King will become and remain financially sustainable

The King Chavez Governing Board is responsible for its own development, its own discipline, and its own performance. In carrying out their functions for the King Chavez Public Schools, each Board member has two primary obligations to perform a *Duty of Care* and to perform a *Duty of Loyalty*.

Under the *Duty of Care*, each Board member is expected to exercise his/her powers in the interest of the King Chavez Public Schools. The *Duty of Care* relates primarily to:

**Being Informed.** Members are expected to attend all meetings of the Board; read information regarding King Chavez Public Schools and its activities prior to meetings; understand the mission, bylaws, policies, financial condition, and programs of King Chavez; and, when necessary, make reasonable requests for additional information from staff, committees, or other Board members.

**Exercising Independent Judgment.** As a Director, the Board member's duties are to the entire organization.

Under the *Duty of Loyalty*, each Board member is required to exercise his or her powers in the interest of the organization, not in their own interest or the interest of another entity or person. By assuming office, the Board member acknowledges that, with regard to any activity, the best interest of the organization must prevail over the member's individual. The *Duty of Loyalty* relates primarily to:

**Conflicts of Interest.** Where an individual Board member has interests that are in conflict with those of the organization, the member must disclose the conflict before the Board of Trustees takes action on the matter. Board Members must also disclose their financial interests on Government Form 700 and adhere to the Fair Political Practices Act (FPPA).

**Confidentiality.** Each Board member is expected to treat as confidential all matters involving the organization until there has been general public disclosure or unless the information is a matter of public record or common knowledge. When representing King Chavez in public, each Board member must be cognizant of his or her role as a symbol of and spokesperson for the organization. In such circumstances, a Board member is expected to behave in a manner that does not in any way imperil the public image and standing of the King Chavez. In such circumstances, a Board member is expected to speak for the organization and not his or her own interests. This includes representing only those views and positions that have been agreed upon by the Governing Board.

## BOARD MEETINGS

The King Chavez Governing Board typically meet bi-monthly or as critical issues arise, at a minimum they must meet four times per year. Most meetings are one to three hours in length.



#### IV. Questions for Person Being Referred

Please limit each answer to approximately 150 words.

1. List any previous leadership positions held and describe what you accomplished in those positions.

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2. If you currently serve in a volunteer leadership position with another organization, please explain your role and accomplishments.

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3. What special abilities would you bring to the King Chavez Board?

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4. What do you think are the most important issues facing education at the local, state, national and international level?

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5. What steps should King Chavez take to strengthen its role and relationship with the community?

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6. How would you "sell" the importance of King Chavez to a person who is unfamiliar with the organization?

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7. How is the work you do as a professional compatible with the King Chavez mission?

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8. King Chavez would like to maintain a Board that is comprised of individuals with a concern for the common good of the organization. Discuss how you would help the Board reach consensus among a group of peers with varied interests and/or positions on a specific issue.

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9. What would be your personal goals as a member of the King Chavez Governing Board?

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## **REFERRAL PACKET CHECKLIST**

**Please submit the following information:**

- The Completed Referral Form as a Word document or PDF
- The Nominee's Resume as a Word document or PDF
- Two letters of recommendation (on the originator's letterhead) as a Word document or PDF

You can either submit electronically to [twolf@kingchavez.net](mailto:twolf@kingchavez.net) or send a hard copy to:

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ATTN: Tim Wolf  
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