Downtown Montessori Academy

Board of Directors Job Description

General Responsibilities

Directors are responsible for actively participating in the work of Downtown Montessori Academy (DMA) Board of Directors and the life of the school. Each director is expected to affirm and strive to fulfill the performance expectations outlined below. These expectations are to be clearly articulated prior to nominating any candidate as a Board member. The DMA Board will nominate the candidate only after s/he has agreed to fulfill these expectations. In addition to the responsibilities below, individual directors are expected to help each other fulfill the tasks outlined in the collective Job Description of the Board of Directors.

Specific Responsibilities

- Believe in and be an active advocate ambassador for the values, mission and vision of DMA.
- Work with fellow board members to fulfill the obligations of Board membership.
- Behave in ways that clearly contribute to the effective operation of the Board of Directors:
  a. Focus on the good of the organization and group, not on a personal agenda.
  b. Support Board decisions once they are made, regardless of personal opinion.
  c. Participate in an honest appraisal of one's own performance and that of the Board.
  d. Build awareness of and vigilance toward governance matters rather than management.
  e. If a parent, act as a fiduciary and make decisions in the best interests of the school
- Regularly attend Board meetings and committee meetings in accordance with absenteeism policy. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the Board President or committee chair.
- Keep informed about the school and its issues by reviewing materials, participating in discussions, and asking strategic questions.
- Use personal and professional contacts and expertise for the benefits of the DMA.
- Serve as a committee or task force chair or member.
- Inform the Board of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation.

Core competencies:

- Strategic thinking (not operational micromanagement)
- Financial literacy (budget oversight, not bookkeeping)
- Governance & policy mindset
- Community representation and credibility
- Ability to collaborate and debate respectfully

Desired backgrounds (balance matters)

- Education (teachers/admin—not too many)
- Finance/business
- Legal/compliance
- HR/organizational leadership

Time Commitment

- **Board Meetings:** Typically 4 meetings per year (1–2 hours each)
- **Preparation Time:** Approximately 1 hour per meeting
- **Events/Community Engagement:** Occasional (optional but encouraged)

Term Length

- Standard term: **3 years**
- Eligible for renewal

Compensation

- This is a **volunteer (unpaid) position**