

Heron Bay Academy
Board of Directors
Job Description FAQ

1. **What does the Board do?** The Board is a group of volunteers who meet once per month to manage the affairs of Heron Bay Academy, Inc., a Georgia non-profit corporation.

Mission, Vision & Planning - The Board established and will uphold the school's mission and vision. It will ensure effective organizational planning through an annual strategic plan, including review of the school's short-term, mid-term, and long range goals.

School Operation & Performance – The Board regularly reviews student, teacher, staff, management and administrative performance to ensure an optimal learning experience.

Financial Stability – The Board provides direct oversight of major financial commitments, decisions, receipts and expenses. The Board provides leadership in raising awareness and financial support for the school, and regularly reviews the school's budget and financial reporting.

School Community – The Board takes an active role as a liaison in the relationship between the students, parents, faculty, staff, administration, community partners in education, financial sponsors and donors.

2. **How many people serve on the Board?** The founding board consisted of 5 members from May 2008 to May 2011. In 2011 the board will expand to at least 7 members.
3. **What is the time commitment?** Each Board member serves a 3 year term beginning in May. The Board meets as a group for approximately 2 hours once per month, plus individual board members often serve on committees in specific areas of interest or expertise.
4. **What is the role of a Board officer?** Once appointed, the 7 member Board of Directors will elect at least 4 officers. The remaining 3 board members serve at-large.

President – Principal executive officer of the corporation, generally supervising and controlling all of the business and affairs of the corporation. The Presidents leads all board meetings, and may sign documents and contracts on behalf of the corporation.

Vice President – Acts on behalf of the President in the event of the President's absence.

Secretary – Principal administrative officer and record keeper of the corporation, including meeting minutes, archives, board communication, and scheduling.

Treasurer – Principal financial officer of the corporation, responsible for all corporate funds, receipts, deposits, and payment of expenses.

5. **What previous skills or experience are desired of new Board members?**

- Passion and enthusiasm for education
- Previous teaching, school administration, human resource and/or conflict management experience
- Previous 501c3 or non-profit organization board experience
- Passion and enthusiasm for marketing, purchasing, green initiatives, fundraising and/or grant writing
- Previous financial, budgeting, forecasting, accounting and/or facility management experience.

6. **How are Board members selected?** A board member application is available on the Heron Bay Academy website and may be submitted to the current Board Secretary via Info@HeronBayAcademy.org or by mail to 2292 Henderson Mill Road, Atlanta, GA 30345. It is anticipated that new board members will be reviewed and approved at the May 11, 2011 board meeting.