

 <p style="text-align: center;">Jarvis Community Christian School</p> <p style="text-align: center;">SCHOOL POLICY BINDER</p>		POLICY NUMBER	PAGE NUMBER
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PREVIOUS REVISION DATES: Nov. 11, 2008 - New		TITLE: Role of the Director	
		DATE OF APPROVAL: June 20, 2011	
LAST REVIEWED: 2017		SIGNATURE OF CHAIRMAN:	
REVIEW MONTH: June of odd numbered years		Martin Adema	

The role of the director is to contribute to the Board as it carries out its mandate in order to achieve its mission, vision and goals. The code of ethics signed by each director when s/he assumes office binds that person to work diligently and faithfully in the cause of Christian education.

Jarvis Community Christian School exists to offer Christian parents a distinct system of education for their children. The directors of a Christian school board are empowered by the membership to fulfill both the educational requirements set forth by the government and the vision of the faith community.

This presents Christian school directors with a unique, dual challenge. They must ensure that students are provided an education, which includes literacy skills, the ability to interpret and communicate information, analyze quickly and creatively, solve problems effectively, etc. At the same time, a Christian school board must ensure that Christian values and principles are reflected at all times in its policies and practices.

As leaders in the faith community, Christian directors require an understanding, a willingness to grow and a commitment to bearing daily witness to the faith.

The decisions of the Board in a properly constituted meeting are those of the corporation. A director who is given corporate authority to act on behalf of the Board may carry out duties individually, but only as an agent of the Board. In such cases, the actions of the director are those of the Board, which is then responsible for them. A director acting individually has only the authority and status of any other member of the school society and does not have any authority over employees of the school.

As a result of elections, the Board may experience changes in its membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, directors must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

The Board believes an orientation program is necessary for effective directorship.

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1. The Board will offer an orientation program for all newly elected directors that provides information on:
 - 1.1. Role of the director and the Board
 - 1.2. Organizational structures and procedures of the school
 - 1.3. Board policy, agendas and minutes
 - 1.4. Existing school initiatives, annual reports, budgets, financial statements and long-range plans
 - 1.5. School programs and services
 - 1.6. Board's function as an appeal body
 - 1.7. Statutory regulatory requirements, including responsibilities with regard to conflict of interest
2. The school will provide financial support for directors to attend Ontario Alliance of Christian Schools sponsored orientation seminars.
3. The Board Chair and COO are responsible for developing and implementing the school's orientation program for newly elected directors. The COO shall provide each director with access to the Board Policy Handbook and the Administrative Procedures Manual at the organizational meeting following an election.
4. Incumbent directors are encouraged to help newly elected directors become informed about the history, functions, policies, procedures and issues.

Specific Responsibilities of Individual Directors

1. Become familiar with school policies and procedures, meeting agendas and reports in order to participate in Board business
2. Refer queries or issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
3. Refer administrative matters to the COO. The director, upon receiving a complaint from a parent or member about operations, will refer the parent or member back to the relevant party and will inform the COO of this action.
4. Keep the COO and the Board informed in a timely manner of all matters coming to his/her attention that might affect the school.
5. Assist the COO with counsel and advice, providing the benefit of the director's judgment, experience and familiarity with the community.

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6. Attend meetings of the Board; participate in and contribute to the decisions of the Board in order to provide the best solutions possible for education within the school.
7. Model the values and requirements of a Christian lifestyle.
8. Ensure that Christian values and principles are reflected at all times in the Board's policies and practices.
9. Support the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not.
10. When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way.
11. Participate, subject to Board approval, in Board/director development sessions so that the quality of leadership and service in the school can be enhanced.
12. Share the materials and ideas gained with fellow directors at the Board meeting immediately following a director development activity.
13. Strive to develop a positive and respectful learning and working culture both within the Board and the school.
14. Attend school community functions when possible.
15. Become familiar with and adhere to the Director Code of Ethics.
16. Report any violation of the Director Code of Ethics to the Board during an in-camera session.