

**BOARD DIRECTOR POSITION DESCRIPTION**  
**(Attachment C)**

1. Attend regular meetings of the OHMCS Board, which are each approximately 1.5 hours in duration. The Board meets monthly. Be accessible for personal contact in-between Board meetings.
2. Provide leadership to Board committees. Each Board Director is expected to serve as an active, ongoing member of at least one committee. This requires a number of meetings per year plus individual committee task completions.
3. Commit time to show Board presence and support at OHMCS community functions, such as Back-to-School Night, Graduation and other events as warranted.
4. Responsibly review and act upon committee recommendations brought to the Board.
5. Prepare in advance for decision-making and policy formation at Board meetings; take responsibility for self-education on the major issues before the Board.
6. Participate in the annual Board Director self-review process.
7. Participate in the annual Board development and planning conference.
8. In general, utilize personal and professional skills, relationships and knowledge for the advancement of Oak Hill Montessori Community School.
9. Be familiar with, and act in accord with, OHMCS School's Board of Directors' Policy Manual.
10. Meet the duty of care, obedience and loyalty as defined in Minnesota Statutes §317A.
11. Participate in the Board training required under Minnesota Statutes. §124E.10.

I am aware that this Board Position Description is an expression of good faith and provides a common ground from which Board members can operate. Additional information on the mission of OHMCS, the educational program, and Board responsibilities is contained in the Board orientation materials and bylaws which I have read.

\_\_\_\_\_  
Board Candidate's Signature

\_\_\_\_\_  
Date

(Please return to the Executive Director.)

**Oak Hill Montessori Community School**  
**BOARD OF DIRECTORS NOMINATION FORM**  
**(Attachment A)**

**NOMINEE:** \_\_\_\_\_

Employer and Title: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone- Work: \_\_\_\_\_ Home/Cell: \_\_\_\_\_

Recommendation for Board Committee: \_\_\_\_\_

Describe skills and talents of the nominee:

To your knowledge, what access to resources does this nominee possess?

Why are you recommending this person?

(Please return to the Executive Director or School Board Secretary.)

**Oak Hill Montessori Community School**  
**BOARD APPLICATION FORM**  
(Attachment E)

Complete this form and return to the OHMCS Executive Director.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Relevant Community Experience and/or Employment (attach a resume if relevant): Why are you interested in serving as a Board Member?

Area(s) of expertise/contributions you feel you can make to our school as a Board Member:

Other volunteer commitments:

Nominee: Date:

**For Board Committee Use**

\_\_\_\_ Nominee has had a personal meeting with the Board Chair, Executive Director, or other Board Member. Date: \_\_\_\_\_

\_\_\_\_ Nominee reviewed by the Board. Date \_\_\_\_\_

\_\_\_\_ Nominee attended a Board meeting. Date \_\_\_\_\_

\_\_\_\_ Nominee interviewed by the Board. Date \_\_\_\_\_

Action taken by the Board:

**Oak Hill Montessori Community School**  
**BOARD PROFILE WORKSHEET**  
(Attachment F)

**Nominee Initials:** \_\_\_\_\_

**CONSTITUENCY:**

\_\_\_\_\_ Parent \_\_\_\_\_ Guardian \_\_\_\_\_ Community Member \_\_\_\_\_ OHMCS Teacher

**SKILLS:**

Strategic Planning:

Public Relations:

Financial Management:

Community Development:

Administration:

Academic/Education:

Government Representative:

Law:

Personnel:

Charter School Law:

Other:

(Please return to the Executive Director.)