



**What You Need to Know about the Board of Directors of
Brevard Academy: A Challenge Foundation Academy
(BA-CFA)**

Purpose of this form:	This form provides you with basic information about what BA-CFA requires from its Board members. If you have doubts about your ability to commit the required time, attend scheduled meetings or comply with these requirements, please advise the current Board Chair before they submit your name for consideration.
Term of office:	Three years. Directors may serve a maximum of two consecutive terms with a one-term waiting period required before being eligible for re-election. During the waiting period, former Directors are permitted to serve on any Board Committee.
Fundraising:	Directors are expected to attend fundraising events and participate in annual, special, and capital campaigns.
Time requirements:	We require a time commitment of approximately 5-10 hours per month for board meetings, committee meetings, orientation/training sessions, and special events, including preparation time. We do most of our work in board and committee meetings. We cannot do a good job or meet deadlines without full participation from the Directors.
Board Meetings:	The full Board meets at least 10 times per year, usually on the second Tuesday of each month, from 5 pm to approximately 7:00 pm. The schedule is set each year at the July retreat.
Committee Meetings:	Committees meet at the pleasure of committee members in order to accomplish certain tasks by established deadlines. Attendance is essential for the committees to do their work.
Orientation Sessions:	Attendance is mandatory for ALL Directors. The Board Chair will arrange orientation sessions as needed.
Other Time requirements:	<p><u>Annual Meeting:</u> We hold an Annual Meeting each year at the regular June meeting.</p> <p><u>Strategic Planning:</u> We normally hold a one-day retreat each year to review and update our strategic plan in place of a July meeting.</p>
Selection Process:	<ul style="list-style-type: none"> • Directors identify prospective board members. These are individuals who have demonstrated leadership and commitment to the mission and vision of BA-CFA and who possess experience in a desired area of expertise.

	<ul style="list-style-type: none"> • Prospects receive this information form. If still interested, they are invited to attend a Board meeting, orientation session or other event. • If the Board and the prospective member wish to proceed, they fill out the application form found in the BA BOD Process document.
Approach to Governance:	The Board’s role is to ensure that BA-CFA establishes and maintains the trust of the students, their parents, and the community by being clear in its mission, prudent and ethical in its activities, and accountable for its actions. Our meetings focus on planning, policy-making, and assessing our progress.
Our Mission and Vision:	<p>Mission Statement: The Mission of Brevard Academy is to prepare its students to achieve academic excellence through the Core Knowledge Sequence. Through a partnership involving students, teachers, and parents the school strives to create citizens with strong moral character and active intellectual inquiry.</p> <p>Vision Statement: Brevard Academy: A Challenge Foundation Academy (BA-CFA) a K-8 public charter school develops and encourages motivated, intellectually curious students who are skilled in critical thinking, individual expression and problem-solving. From their diverse backgrounds, students accept our challenge to pursue personal and academic excellence. Through this pursuit, they become confident members of their community who lead by serving others.</p>
Values and Beliefs:	<p>The Board of Directors of BA-CFA subscribes to and acts in accordance with the following values and beliefs:</p> <p>We at Brevard Academy believe in the following rights and responsibilities for all: We will respect ourselves, others and the environment. We will listen with our ears, eyes and heart. We will put forth our best efforts. We will think and act responsibly. We will have positive attitudes. We will display good manners. We pledge to uphold these qualities in ourselves and others.</p>
Directors’ Code of Behavior:	<p>Our Directors sign a Commitment Letter each year agreeing to the following responsibilities:</p> <ul style="list-style-type: none"> • Ensure that the charter, once awarded, is fulfilled. • Support the school’s mission and vision. • Abide by and uphold all governing documents (federal and state laws/regulations, charter, articles of incorporation, by-laws, school policies etc.). • Read and understand the financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.

	<ul style="list-style-type: none">• Read and fully understand all prospective resolutions in order to make an informed vote.• Attend board meetings and actively participate in decision-making.• Share expertise with the board and staff.• Be an advocate for the school; promote it in ways appropriate to your profession and contacts.• Make a personal contribution appropriate to your circumstances.• Obtain various means of support for the organization's fundraisers, or otherwise assist in providing resources to further the school's mission.• Fulfill all fiduciary duties.• Participate in short and long-range strategic planning activities.• Ensure the school meets all legal and corporate requirements.• Serve on or lead at least one committee or task force annually.• Work to develop new leadership and recommend potential board members to the nominating committee.• Avoid any conflict of interest or even the appearance of conflict of interest.• Participate in school-wide events.
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