

# Landmark East Association Board of Directors Application Form 2019-2020

## *Overview*

The Landmark East Board of Directors is made up of volunteers consisting of parents, former parents, alumni, and members of the local community.

The Board of Directors has between ten and fifteen elected members. The term for an elected member is three years. A member may be re-elected and normally shall serve no more than two consecutive terms.

The Selection Committee makes every attempt when offering positions on the Board to elect members who have the expertise and diversity (skills, experience, and qualifications) needed to achieve the mission of the school.

Board Member responsibilities include:

- establishing general policies under which the Head of School will administer the school
- maintaining the financial health of the school, including approving and monitoring the budget and assets represented by the buildings and grounds
- selecting and evaluating the Head of School
- attending regular board meetings
- and actively participating in committee work

## *Time and Financial Considerations*

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the coming years as well as ways to contribute to the development of Landmark East School.

There are typically 6-8 Board Meetings per year.

Board members serve on *Standing Committees*, which include: Executive, Finance, Governance, Nominating, Infrastructure (building and grounds), Bursary Selection, Strategic Planning, and Marketing/Recruitment. Other committees at school may request board participation.

### ***Declaration of Candidacy***

The Process:

- a) Submit a 1-page Board of Directors Application (see below) and résumé to the Head of School (head@landmarkeast.org) and/or the Board Chair, Erna Fraser (efraser@landmarkeast.org).
- b) If the application is submitted via email, please indicate “New Board Member Application” in the subject line.
- c) A copy of your application and resume will be distributed to the Nominating Committee.
- d) Applicants will be contacted regarding their candidacy.

## Application to Serve on the Board of Directors of Landmark East School 2019-2020

Name	
Occupation	
Contact Details	
Address	
<i>Telephone</i>	
<i>Cell Phone</i>	
<i>E-mail</i>	

Thank you for your interest in being a member of the Board of Directors of Landmark East School. Please answer the following questions in order for us to better understand your potential contributions. Decisions are based on the members who have expertise and diversity (skills, experience, and qualifications) needed to achieve the mission of the school.

1. Briefly outline the specific skills you bring to the Board of Directors.
2. Have you served on a board of directors before? If so, please state the organization name and your position/role/contributions to that board.
3. Please include a brief biography/resume with your application.
4. A condition of serving on the Board of Directors at Landmark East School is that you have an up-to-date Police Background Check and a Child Abuse Register.