



Chester County Family Academy

Board Member Agreement and Commitment to Excellence

I, _____, understand that as a member of the Board of Trustees of the [Chester County Family Academy - A Pennsylvania Charter School](#) ("CCFA"), I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its mission and its attendant strategy.

I believe in the purpose and the mission of CCFA and my personal and professional points of view are aligned to advance the mission.

I will act responsibly as its steward. I understand that the mission of CCFA is:

Providing a community based hands-on, hearts-on, heads-on program for young learners (ages 6 through 9 years old) and their families struggling with financial challenges.

If I do not fulfill these commitments to CCFA, I will proactively engage the Board President to discuss possible alternative responsibilities that I can assume, or voluntarily resign my duties. After discussion with the Board President, if I feel unable to fulfill these expectations, I will cede my board seat and explore a different way to contribute to the mission of CCFA.

I understand that the Board of Trustees of CCFA is one united entity and that no sole Board Member, including myself, possesses any individual authority over CCFA.

Specific Responsibilities

As a Board member, I fully commit to CCFA in the following ways:

A. Engagement

1. I will act on behalf of the organization and its interests. I will put aside personal concerns/benefits, affiliations, or constituencies. I will not use my position on the Board for financial gain or otherwise. I understand the different roles across and within the organization (student, parent, teacher, volunteer, vendor, Board member) and will serve the best interests of the school and its mission.
2. I will conduct Board matters in an ethical, arms-length, and checks-and-balances manner, always separating my personal and professional self, from my Board member self.



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3. I have the intent to attend 100% of regularly scheduled Board meetings, retreats, training and strategic planning sessions. I understand that I am required to attend at least 85% of such meetings in person. I understand that attending Board Meetings is only a small part of my Board member duties.
4. I respect process and will follow process. I will abide by Board processes to work with the designated Committee(s) to facilitate, approve, and execute matters in order of importance/criticality as defined by the Board in the Projects Directory. I understand the Board uses [Robert's Rules of Order](#) as a reference guide for ongoing engagement.
5. I understand as a Board Member of a publicly funded and governed, privately operated, nonprofit entity – a public school CCFA must comply with the [Pennsylvania Sunshine Act](#), [PA Nonprofit Corporation Law of 1988](#), PA Charter School Law, [Right-to-Know Law](#), and Federal Laws, and I must successfully complete [ACT 55 Training](#) and other trainings as necessary upon my appointment as a Board Member.
6. I will actively participate. I will sit on at least one Board Committee and will actively engage in committee meetings and conference calls for the committee(s) on which I serve.
7. I understand the protocol within the Board and the Board Committees, and respect the leadership of the Committee Chair(s) and the Board President, as well as the contributions of all Board Members.
8. I will be accountable. I will own Board-designated initiatives, projects, and deadlines assigned to me individually, by the Board President and/or the Committee Chair, and will do the required work/research, and provide the necessary periodic written updates and/or reports to the Board President/Committee Chair, as required. My peers will hold me accountable as I will of them.
9. I will be visible outside the Board meetings. I understand that Board visibility is critical to the reputation of the school. As a result, I will:
 - a. visit the charter school at least four (4) times each year,
 - b. attend a sponsored event in which the CCFA students are performing/participating at the school or a community venue,
 - c. attend at least two fundraising/social events that the CEO is required to attend, in order to demonstrate support of the school, as identified by the Executive Committee (e.g., Summer Soiree, Believe and Achieve



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- Annual Spring Fundraiser, Holiday Food Box Distribution, Graduation, etc.),
- d. join the CCFA Facebook Page and periodically comment and “like” posts, to demonstrate support from the Board to the School.
10. I will donate. I will make an annual financial contribution to the CCFA Foundation in an amount that is personally meaningful to me.
 11. I respect confidentiality. I will not share any CCFA business matter outside the Board. This includes disclosure of personnel, financial, and governance issues of any sort.
 12. I respect diversity and will continue to advocate for it.
 13. I understand newly-elected Board members will automatically be placed on a one-year probationary period. This provisional period is to ensure both parties are comfortable with performance and fit. At the six-month and twelve-month intervals, all new Board Members must submit a Board-provided individual on-line assessment form of their performance. These individual assessments are intended to set both parties up for success. These assessments: gage knowledge, skills, and abilities; identify areas of support needed; and ensure progress of effectiveness and efficiency as a new CCFA Board Member. These assessments will include but not limited to questions about: a) general CCFA financial facts; b) the mission we serve; c) your technology proficiency level and the ability to use the Board’s technology platform to conduct its affairs; d) initiatives you championed; e) your communications skills (both oral and written); f) your availability and punctuality; g) PA Sunshine Act awareness; and h) other policy and compliance areas relative to this agreement. In turn, the Board will provide feedback of the individual’s assessment. At the end of the one-year probationary period, if the new Board member expresses interest in residing on the Board, the Board will vote to either sustain or release the new Board Member.
 14. I will voluntarily resign my position if I am not living up to the required time commitment, needs, standards, or items outlined in this agreement. Should I resign, I will give at least a 30 day notice period. I will work to ensure a smooth and professional transition, including internal/external communications, transition of my assigned Board projects/initiatives, assist with a replacement if needed, and the safe return of Board or other CCFA-owned materials of any sort, including intellectual property.



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15. I will not disparage the school, the staff, the students, the donors or other members of the Board, whether I am an active or retired volunteer of the school.
16. I will not be part of another Board that may conflict with the CCFA mission.

B. Board Member Role

1. I understand this role is an appointed public official of a public entity, managing public funds.
2. I understand this is a non-compensated role.
3. I understand the [different types of volunteers](#) available through the School as described and outlined on the CCFA website. I know when my actions are demonstrative of a Board Member volunteer role compared to other volunteer roles available through the school. If I don't understand the difference, I will seek confirmation from the Committee Chair and/or Board President accordingly.
4. I understand this role is a privilege. This role provides a unique opportunity to meet and work with other professionals, and for me to demonstrate value to the school through sharing my professional skills, abilities, and knowledge. This includes, but is not limited to, writing, proof-reading, presenting, organizing, facilitating, and taking the lead on projects that fall under my area of expertise, etc.
5. I understand that the CCFA Board is a working Board and not just an oversight Board. Fulfilling my role as a CCFA Board member will reflect this understanding.
6. I understand the real work of this role is achieved outside of the CCFA Board Meetings.
7. I understand from a time commitment perspective for this role, I will spend an estimated average of 10-20 hours per month, exclusive of Board meetings on my Board assignments and responsibilities. If I do not, I will reach out to the Board President and/or Committee Chairs to ask for assistance in determining whether this is a temporary or permanent state.
8. I will conduct myself in a professional, courteous, and respectful manner throughout my tenure in this role. In the event, I find myself in an irresolvable conflict or debate with another board member(s) or the Board at large, I shall put the vision and needs of CCFA's mission first, or voluntarily resign.



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9. My work on the Board will produce tangible value. I will be accountable for getting things done in this role. I will hold myself and my peers accountable, to our collective Board responsibilities and deadlines, and our individual/committee assignments and deadlines. My peers will also hold me accountable to the same. I will do research to find answers, and to secure multiple options for a recommended solution, to solve problems and/or advance initiatives. I understand the Board neither has all the data, nor the answers to all matters. It requires initiative on my part, and my Board peers, to gather and analyze data to solve problems.
10. I will work diligently in this role to ensure the sustainability of an active committed Board. I will write and speak honestly, openly, and constructively, even if this means providing less than favorable feedback. This includes my individual performance in this role, the performance of my peers in their roles, as well as an honest appraisal of suggested Board candidates. I am open to conducting an annual Board assessment, an assessment of my own performance, and the performance of my peers for the betterment of the Board and the School.
11. I understand the Board can remove me at any time for a breach of this agreement.
12. I understand the need and value to build redundancy within the Board for continuity purposes, to rotate Board Member positions and terms, and to recruit and on-board new Board Members.

C. Strategy and Oversight

1. I will prepare, in advance, for any decision-making and policy formation at Board meetings. This includes reading and becoming familiar with the contents of the Board meeting briefing packet that is distributed prior to every Board meeting. In addition, I will take responsibility for self-education on the major issues before the Board meeting.
2. I will contribute to the Board's responsibility to speak as "one voice" to the CEO, and will not give any directives to any staff member, including the CEO unless on the explicit behalf of the entire Board. I understand the Board's initiatives, the priority associated with those initiatives, and will ensure my actions and efforts are aligned and executed accordingly.



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3. I respect the CEO's role in the management/operations of the School, and the Board members' role in the governance of it. I will support board decisions once they are approved even if I did not vote in favor of them.
4. I will recognize, apply, and abide by current School and Board policies, and will help to create new policy where needed.
5. I will show pride in CCFA and work to make it a better place. I will do this by advocating for the school, investing in the school with time and resources, and providing advice and expertise. Where applicable and needed, I will introduce CCFA or facilitate its introduction to new communities, corporate sponsors, foundations and helpful individuals. I will make myself available to the CEO, other Board members and the community to address any concerns they might have. I will commit time and effort to build the financial resources of the schools through the solicitation of funds from other individuals and organizations.
6. I will actively reflect on what constitutes "good governance" and will proactively suggest ways in which the Board can improve performance. I will do this by taking the lead within the appropriate Committee context to prepare an initial written draft of my suggested policy and editing it based on Board discussion and agreement.

D. Reciprocity for Board Member Work

In turn, the organization will be responsible to me in several ways:

- a. The School will provide me an @ccfaschool.org email account to conduct business as a CCFA Board Member. I will only use this account for my Board related duties.
- b. The Board will provide me access to the Board Repository on the Board Google Drive.
- c. The Board will provide me a Google Account and I will know how to use the Google Suite of products to conduct my necessary Board duties.
- d. To the extent possible, I will be provided the necessary materials, research, training, and background information by CCFA in order to enable me to make informed decisions.
- e. Board members and the CEO will work with me in good faith towards the achievement of our collective goals. If CCFA does not fulfill its commitments to me, I can call on the Board President to discuss these responsibilities.



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- f. In addition to this agreement, the Board will provide an On-Boarding Reference Guide to assist me as a new Board Member.

I have read, understood and agree to support this agreement and commitment to excellence.

Signature	Today's Date
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