



Board Responsibilities of the Board of Directors of Citizens of the World Los Angeles*

Title:	Board Member (Director) of Citizens of the World Charter Los Angeles ("CWC LA"), a nonprofit public benefit corporation.
Reports to:	The Board Chair
Purpose:	The Board of Directors will provide external accountability, internal oversight and leadership to CWC LA. The Board recognizes that the Executive Director and Principals are responsible for the day-to-day management.
Board Composition:	<p>As outlined in the charters, CWC LA is committed to ensuring that our Board is reflective of the diversity of the community we serve, in addition to having a broad range of relevant skills and expertise.</p> <p>The Board currently consists of 5 members, comprised of the following members:</p> <ul style="list-style-type: none"> • Josh McLaughlin, Parent CWC Hollywood, Chairman • Heather McManus, Member, Vice Chairman • Samantha Johnston, Parent, CWC Hollywood, Secretary & Treasurer • Stacey Staples, Member • Rick Esquivel, Member • Jamie Rosenblatt, Parent CWC Silver Lake
Terms:	Each term of service is for three (3) years. Board members may serve multiple terms of service, subject to Board approval.
Qualifications for Service:	<p>The Board will seek candidates who represent our stakeholders and, whenever possible, possess experience in key areas such as fundraising, facilities, law, finance and community outreach. Additionally, parent representatives must be the parent or guardian of a currently enrolled student, and may not also be a current employee of CWC LA. Board membership is subject to review regarding financial conflicts of interest, in accordance with current and applicable laws.</p> <p><i>In addition to the criteria listed above, for current appointments, the board has identified the following expertise as a priority focus: real estate development and political and strategic communications.</i></p>
Expected Meeting Attendance:	<p>The Board meets on a regular basis, once per month and potentially between meetings to complete committee work necessary to ensure CWC LA fulfills its mission as outlined in the charter and meets its annual goals in the areas of academic achievement, diversity, community impact and organizational health (fiscal solvency, compliance, stakeholder satisfaction).</p> <p>Each member of the Board shares the responsibility for effective board leadership, including meeting participation. Members shall attend all board meetings as scheduled. Members shall attend an annual training session and other development activities, as necessary.</p>
Major Obligations:	The Board is responsible for setting the strategic direction of the organization and ensuring fulfillment of the charters, mission and goals. The primary method of executing this responsibility is the adoption of policies that offer guidance and

	<p>interpretation of the charter and assist the staff in facilitating the implementation of such policies. The responsibilities of the Board include, but are not limited to:</p> <ul style="list-style-type: none"> • Ensuring CWC LA's mission is fulfilled • Setting and advancing the strategic direction of the organization • Regularly measuring progress of both student and staff performance. Hiring and evaluating the Executive Director who manages the Principals. • Developing and approving Board policies and procedures. • Approval of charter amendments. • Approval and monitoring of the annual budget and approval of all major contractual agreements and expenditure and investment of funds (scheduled) outside of the board adopted budget. • Approval of all other monthly, annual and fiscal performance audits and contracting with external auditor to produce an annual financial audit according to generally accepted accounting practices. • Participating in dispute resolution and complaint procedures. • Involving parents and the community in support of school programs. <p>For the current vacancy, the board has identified the following role responsibilities for the future appointee:</p> <ul style="list-style-type: none"> • Advocate on behalf of the organization to key stakeholders including but not limited to LAUSD Board of Education & Superintendent of Schools. • Strategically engage local, state, and federal elected officials and office holders to advocate for the organization. • Advise the board and regional committees on the technical aspects of real estate development for public schools. • Advise the board and region on strategic communications.
Significant Duties & Expectations:	<ul style="list-style-type: none"> • Put the fiduciary responsibility to act in the best interest of the entire organization ahead of one's individual or stakeholder group interests at all times. • Educate oneself on the work of CWC LA. • Attend meetings and show commitment to Board activities. • Be well-informed on issues, agenda items and background materials in advance of meetings. • Work closely and cooperatively with other Board members. • Contribute insights, skills, knowledge and experience when appropriate. • Elect officers annually; orient and train new Board members for continual leadership vitality. • Assume leadership roles in Board activities consistent with individual skills and interests. • Adhere to standard protocols of behavior for board members and observe the distinctions between governance and management.

** Responsibilities of the board as required by the charters, by-laws and other agreements of the schools and the board. All policies and application documents approved by LAUSD, as well as the board of directors.*