

## Guidelines for International School New Board Member Orientation

(normally conducted jointly by Director and Board Chair)

1. Campus Walk-About/Introduction of Key Personnel (2-3 minutes each: “who I am and what I do”)
  - a. Director's Executive Assistant
  - b. Business Manager
  - c. Principals
  - d. Facilities/Maintenance Officer
  - e. Transport Officer
  - f. Admissions Director
  
2. School Briefing
  - a. Structure of the school (Association, school, instructional program, personnel, etc.)
  - b. Relationship with outside entities (e.g. PTA, Ministry, professional associations, accrediting agencies)
  - c. Mission/Core Values/Vision/Objectives
  - d. Overview of the instructional program (particularly for non-parents and parents of children in only one division of the school)
  - e. School wide goals for the year
  
3. Overview of Foundation Documents
  - a. *Constitution/Charter*
  - b. *By-Laws*
  - c. *Policy Manual*
  - d. *Emergency Procedures Manual*
  - e. *Administrative Regulations*
  - f. *Other Handbooks, etc.*
  
4. Key Areas – Brief Overview and Q & A
  - a. Finances
  - b. Personnel
  - c. Buildings and Grounds (Building Project)
  - d. Transportation
  - e. Security
  - f. Community
  - g. Accreditation
  
5. Role of Board and Board Member
  - a. Roles and responsibilities of Board
    - i. per school policy
    - ii. per "best practice" - *AISA Code of Governance*
    - iii. Fiduciary, Strategic, and Generative modes
  - b. Individual Board member's role, responsibilities, and limitations
    - i. Sign Disclosure/Trustee Pledge Form
  - c. Relationship with the Director and staff.

6. Board Operations

- a. Operating Norms (agendas, minutes, meeting structure)
- b. Committee structure
- c. Board Calendar

7. Bubbling Issues

- a. Board level
- b. School level

8. Resources:

- ▲ Contact numbers (director, board chair)
- ▲ All foundational documents
- ▲ Minutes of past year's Board and Committee meetings, including reports to the Board
- ▲ School budget
- ▲ Most recent audit
- ▲ Results of Board's most recent self-assessment and current Board Goals/Action Plans
- ▲ Last Board Retreat Report
- ▲ Link to most recent Accreditation Self-Study and Report, Annual Report, etc.
- ▲ Copy of International Trustee Handbook  
<http://www.nais.org/Bookstore/Pages/ProductDetail.aspx?productid=%7B47CD9104-BC67-E111-9A8C-00505683000D%7D>