

Expectations and Responsibilities of the Seven Hills Board of Trustees

Election to the Board of Trustees (collectively, “the Board”) carries with it a responsibility of stewardship. By definition, the Board are custodians of the Seven Hills School (“the School”): They hold “in trust” the mission and the School’s reputation.

The work of the Board begins with fiduciary expectations of *duties of care, loyalty and obedience*

The *duty of care* describes the level of competence expected of a Trustee. The *duty of care* requires Trustees to:

- make decision with reasonable care (as a prudent person would do),
- ensure experts are engaged if needed to provide necessary wisdom, skill and expertise to enact the school’s program and mission,
- set up policies and procedures to mitigate risk to the school (legal, financial, reputational), and to the health and safety of employees and students;

The *duty of loyalty* is the standard of faithfulness to the school. The *duty of loyalty* requires Trustees to put the school first. This includes complying with the Conflict of Interest Policy.

The *duty of obedience* requires Trustees to:

- respect and adhere to the mission of the School
- abide by local, state and national laws and regulations that apply to independent schools
- abide by the governing documents of the Board (organizing documents, bylaws, and policies and procedures)

Beyond these duties, the work of Trustees focuses on policies and strategies, and not on daily operations, which are delegated to the Head of School. Trustees are called upon to contribute their time, thought, and energy, as well as financial resources, to support the viability and growth of the school.

In serving in this critical capacity, Trustees are asked annually to confirm their understanding of expectations and responsibilities.

A Trustee is expected to:

1. Have a deep and abiding commitment to the School and its mission.
2. Dedicate himself or herself to upholding and strengthening the institution’s traditions of providing high-quality services to its constituents.
3. Participate regularly in meetings of the Board and its respective committees, as established, and contribute to informed and thoughtful decisions. Accept special assignments/projects and assist in additional roles at the request of the Chairperson of the Board or the corresponding Committee Chair.
4. Come to all meetings prepared (having read the minutes of previous meetings and the background materials for the current meeting) and participate in discussions, having no hesitation to ask pertinent questions.

5. Attend, as possible, School events.
6. Advocate for the School to prospective families (as appropriate), donors, the business community, elected officials, foundations, and the public at large.
7. Distinguish between governance (a trustee function) and day-to-day management of the institution (the function of the Head of School and her Senior Administrative Team).
8. Comply with the Conflict of Interest Policy and any amendments thereto.
9. Maintain the confidentiality of sensitive and restricted information provided to Trustees.
10. Support the School financially and consider Seven Hills School a beneficiary of his/her personal philanthropy. Following are some specific guidelines:
 - (a) Each Trustee's giving should be guided by their financial ability to contribute; however 100% participation by board members is a must.
 - (c) 100% participation in all School-wide fund-raising efforts is expected from the Board-the Annual Fund, capital campaigns, benefits, etc.
11. Take an active role in advancement activities - fund raising, communications, constituent relations, and stewardship.
12. Understand that a Trustee's term of service is three years with the option of two additional three-year terms subject to Board approval.

A Trustee can expect Seven Hills School and its Officers to:

1. Make judicious and responsible use of a Trustee's time.
2. Provide appropriate and timely information on institutional matters to allow Trustees to fulfill their responsibilities.
3. Include Trustees in various school activities and opportunities including athletic, fine arts, educational, fund-raising, cultivation, stewardship, and social events.
4. Provide appropriate insurance to cover potential liabilities associated with the conduct of institutional Trustee business. Please see attached Appendix for By-Laws description of indemnification.

Failure to adhere to this document may result in removal from the Board as established in the Bylaws of the Seven Hills School.

Signature

Date

Print Name