



## Expectations of Advisory Board Members

1. Commit to and internalize the mission of the school and know its role in both the parish and larger community.
2. Understand the roles and responsibilities of an advisory board member and act accordingly.

The role of the board is to:

- Provide counsel and advice to the pastor and principal regarding:
  - Mission effectiveness
  - Member development
  - Financial and physical resources
  - Institutional advancement
    - Communication
    - Marketing
    - Recruitment/Enrollment/Retention
    - Development
  - Creation of the school's long-range strategic plan

The Board is **NOT**:

- A forum to air grievances or complaints
- A forum to advocate for your child
- A governing body that implements school policy
- A governing board with responsibility for:
  - Personnel/human resources
  - Legal/ownership issues
  - Academic programs (unless requested by the pastor or principal)
  - School policies (unless requested by the pastor or principal)

The board must adhere to the established norms and be consistent with the policies, procedures, guidelines, regulations, and best practices promulgated by the Archdiocese of Chicago's Office of Catholic Schools.

3. Adhere to the code of ethics, including:

- Confidentiality
- Conflict of interest
- Courtesy
- Dependability
- Justice and fairness
- Maintenance of unity
- Objectivity

4. Accountability

- Be responsive to a variety of communication formats from pastor, principal, chair and committees
- Adhere to timelines, meeting start times
- Deliver what you promise, communicate when you can't

5. Participate in the mission and work of the board, including:



- **Attend board meetings** (missing more than three in a school year may disqualify you from the board)
- **Contribute to committee meetings and projects**
- **Attend school events during the year** (open houses, liturgies, special events)

**6. Support and collaboration**

- **Work together to set and achieve goals**
- **Be a positive ambassador for the school in the parish and community**

**7. Fund our future**

- **Provide financial commitment *as able*, including participation in school fundraisers**
- **Commit time and talent**

*Adapted from the work of Rachel Gemo, Chief Executive Officer and Advisory Board Officers, Cindy Kuhn & Aileen Blake - St. Benedict Preparatory School, Chicago.*