

**Board of Directors Roles & Responsibilities**

Individuals who are selected to serve on the Achievement First Board of Directors are expected to have a strong commitment to the organization, our schools, and our mission. Directors are expected to fulfill this commitment by contributing to the fulfillment of the overall Board responsibilities and by satisfying the expectations outlined for individual Directors.

**Overall Board Responsibilities**

* Assessment of Achievement First and AF schools’ successes/areas for improvement and commitment to accountability/oversight
* Strategic planning for the AF network’s impact, growth and sustainability
* Policy review
* Fundraising and financial oversight
* Educating the community about our work and advocating for the school Board members are expected to fulfill these responsibilities by:
* Reviewing student achievement data, the results of parent, teacher, and central staff surveys, attendance and attrition data, college placement and graduation rates, and variety of other sources of information on the performance of the schools and the management organization to determine areas of strength and weakness; using this data to work with AF’s leadership and staff to make continuous improvements to the organization and its programs
* Serving as the fiduciary for the financial position of Achievement First through the approval of the annual operating budget and capital budgets, review and approval of quarterly financial reports and the annual external audit; providing financial expertise and guidance to AF’s CFO on financial planning for AF and AF’s schools
* Guiding the refinement of core terms and features of the charter management agreement that Achievement First offers its schools, and assessing and evaluating AF as per the terms of the CMA to ensure that AF’s schools are receiving the level of support they need
* Selecting (based on recommendations from AF staff), evaluating, and supporting the boards of AF schools
* Selecting and evaluating the performance of AF’s CEO(s)
* Governing under Achievement First’s by-laws
* Helping build strong relationships for AF with public officials and district leaders; advocating on behalf of the Achievement First network to policy-makers and other potential supporters.

**Expectations for Individual Directors**

Each Director commits to supporting and leading Achievement First by meeting the following expectations in four key areas:

* Meeting Attendance & Participation
* Financial Support
* Advocacy
* Board Development and Evaluation

**Attendance**

The full Board of Directors meets quarterly. Directors are expected to attend, at minimum, 3 meetings each year, but are strongly encouraged to attend all 4. No more than one of these meetings should be attended via phone. Schedules for Board meetings will be communicated as early as possible in order to minimize scheduling conflicts. It is the goal of the board to have at least 80% average attendance each year. Directors are urged to read all materials sent to them ahead of time in preparation for meetings in order to facilitate all Directors’ active participation in all Board discussions. It is the Board’s goal to have 100% of Directors visit at least one AF school at a minimum of once per year.

**Financial Support**

Each Director is expected to demonstrate leadership by contributing to Achievement First and AF schools’ success and sustainability in a meaningful way and by making AF and the schools a priority when considering his or her annual philanthropic giving. Many foundations specifically request Board giving statistics and high levels of Board participation encourage other potential donors to support our important work.

Each Director is also expected to participate in fundraising on behalf of the network (unless the Director is specifically prohibited from engaging in such activities). This includes the identification of potential donors and willingness to contact donors and/or solicit gifts. It is the goal of the board for each Director to bring at least one, if not several, potential donors to a visitor day at an AF school each year. Schedules for visitor days will be communicated as early as possible in order to facilitate this.

**Community Partnerships / Advocacy**

Each Director is expected to serve as an ambassador to the local and state community to educate them on what we are doing, to develop partnerships, and to advocate on behalf of the school. Specifically, Directors should seek opportunities to inform state and local leaders and other potential partners about Achievement First schools. Directors are expected to network with business and industry as well as with government and non-profit agencies to provide support to the schools and to support the growth of high- performing charter schools in urban districts. Directors are expected to actively participate in legislative action initiatives and to use his/her network of contacts to further the organization’s goals.

**Board Development and Evaluation**

Each Director is expected to be well-informed about Achievement First, AF schools, the board’s responsibilities and the performance of the Board. Each Director should participate in an annual self- evaluation of the Board’s effectiveness. The Board will also take part in reviewing and evaluating the performance of individual AF schools and of the network writ large.

Finally, all Directors are encouraged to suggest potential new candidates for the Board in accordance with these individuals’ ability to meet the foregoing expectations and to contribute to the sustained success of Achievement First and our schools.