



LOWER NICOLA INDIAN
BAND



LNIB School Board of Governor(s) Posting

Number of
Positions: 5 (Including Chair)
Job Type: Appointment, Part-Time
Posting Date: 15-June-2015
Expiry Date: 10-July-2015

Job Description

Background:

The Lower Nicola Band School was established in 1986 in response to a request from parents and community members for a Community School.

The School originally provided service for K4 to Grade 7 students. In the first seven years, the School was registered as a non-profit Authority and the Board governed as a legal entity. In 2001 the construction of the new School was complete and the School re-opened its doors.

The School today populates children attending Kindergarten to Grade 7 and is registered as an Independent School, allowing the School the rights and privileges of an Independent School, as well as responsibilities to meet expected requirements. As an independent school, the Band School follows the BC Curriculum. Our teachers not only have their BC Teaching Certificates, but also have knowledge and deep appreciation of First Nations Cultures.

Currently, the Chief and Council ratify the Board. The Board is ultimately accountable to the Chief and Council and to the Community, while recognizing there is a responsibility to act in the best interests of the School.

The Chief and Council will have one member sit on the School Board as an ex-officio member (preference to those with Education Background/Experience).

The Board is made up of five voting members and one ex-officio member.

Roles and Responsibilities:

The key role of the Board is to 'govern' (governance). To govern is to assist the direction for the School's future. Governance focuses on a clear definition of the Board regarding the purpose (mission), desired future (vision), values, goals, and policies for the School.

Setting Strategic Direction

The Board sets strategic direction by clarifying the vision, mission, values, goals, policies and budget.

Focusing on Results

The Board's focus is on results of the School and the fulfilment of the vision, mission and strategic plan. The Board will create a clear plan that both corresponds and is driven by the vision statement.

Advocating

The Board has a role to advocate for its constituents and will practice strong leadership to lobby for support of the vision and strategic plan.

Communication

The Board will conduct open communication with school principal, outside political bodies, government and non-governmental agencies, and also with community members on broader issues.

Attendance of Meetings

- Attend and participate in regular meetings;
- Review relevant information prior to the meeting;
- Initiate, discuss and decide on motions;
- Review and accept reports;
- Review and approve revisions to policy or approve new policies as appropriate;
- Review and approve monthly financial statements; and
- Make every reasonable effort to remain informed about governance business.

Fulfills Legal Requirements

- Ensure audit and other legal requirements are met;
- Ensure liability and other forms of insurance are adequately in place; and
- Meets requirements of the Independent Schools Act.

Accountability

The Board is accountable to the Chief and Council for all happenings within the school. The Board is accountable for the actions and decisions they recommend on behalf of the constituents of the School (community, parents, students). Board Members must exercise care, diligence and skill of a reasonably prudent person. They must act honestly and in good faith and in the best interest of the School and its programs and services. Board Members must adhere to confidentiality relating to matters of the School, including children and families, staff and the School and Board matters.

Policies And Procedures:

The Board sets out policies and procedures for the operations of the School. Policies set out rules and procedures and define how they are implemented. Policies may be recommended by the Board and can be general, specific, long or short. They are intended to give direction and are often written as broad statements with the overall purpose to provide clear direction. The Board's focus should always be directed toward the results and outcomes that are expected from staff and not toward the activities.

Financial Management:

The Board is responsible for the financial management and policies of the School. It is important that the Board fulfills the following responsibilities pertaining to financial management:

- Understands the sources of revenue and expenditures;
- Has an understanding of recording, reports and systems used to document and monitor finances;
- Ensure proper monthly and year-end accounting and reporting procedures are implemented;
- Ensure the development of the annual budget takes place; and
- Ensure the financial viability of the School on an annual basis.

The purpose of the budget is not simply to carry on with existing programs and services, but also to ensure priorities of the Board are implemented, and the vision and goals are achieved.

Legal & Other Requirements:

- Upholding the Constitution and By-Laws of the School;
- Ensuring compliance with relevant Agreements, Regulations, Acts and Legislation;
- Acting honestly and in good faith by disclosing any conflict of interest in writing;
- Avoiding financial risks for the School; and
- Forecasting the consequences of actions and decisions before they are finalized.

Personal and Professional Development of Board Members:

It is expected the members of the Board will undertake regular personal and professional development opportunities as the budget allows. There are skills and knowledge that are considered important to serving on a Board:

Running and Participating in Meetings:

- How to chair a meeting successfully;
- Ensuring full participation of Board members;
- How to participate in Board decisions; and
- How to ensure follow-up action is taken.

Problem-Solving & Decision-Making:

- How to best analyze problems;
- How to develop useful, effective and efficient solutions; and
- How to make the best decisions.

Conflict Resolution:

- Board Member conflict;
- Conflict between Board Member and Staff;
- Conflict between Board Member and community member; and
- Conflict between Board members and other Schools.

Negotiation Skills & Consensus Building:

- Understanding and using techniques of principled negotiations;
- Negotiating effectively with government, funding agencies and other Schools; and
- How to build consensus.

Strategic Planning:

- Identifying and analyzing current and future trends that are important to the School;
- Developing vision statement, philosophy/guiding principles, goals;
- Clarifying important School values;
- Identifying key strategic issues;
- Determining short and long-range goals/strategies; and
- Creating action plans.

Policy Development & Financial Management:

- Understanding financial policies and procedures and the role in financial management of the School; and
- Understanding policies and procedures and the role in setting policies.

Meetings and Honoraria:

The School Board will hold a minimum of one meeting per month, more, depending on need. The Chairperson when deemed necessary may call special meetings. A written notice or telephone notice shall be sent to each Board Member with the date and time of the regular Board Meeting. All Board Members will be notified at least (2) days before a regular or special meeting. An honorarium for Board Members will be made available.

Disqualification of Board Member Position:

1. Unable to pass a criminal records check.
2. An employee of the LNIB or the LNIB School.

If you have any questions, or if you would like to know more about this opportunity, please contact Shane Coutlee by email at ShaneCoutlee@gmail.com

PLEASE DO NOT APPLY TO THIS EMAIL, AS ALL APPLICATION PACKAGES MUST BE SUBMITTED TO LNIB EXECUTIVE DIRECTOR.



LOWER NICOLA INDIAN
BAND

LNIB School Board of Governor Application

Please attach this completed application form to your resume, including three (3) references, and submit full package to the LNIB Office "Attention: LNIB Executive Director" by **July 10, 2015**.

Name: _____

Please indicate the area(s) of experience you have:

- | | |
|--|---|
| <input type="checkbox"/> Board/Policy Experience | <input type="checkbox"/> Strategic Planning Experience |
| <input type="checkbox"/> Leadership/Education Experience | <input type="checkbox"/> Professional/Business Experience |
| <input type="checkbox"/> Banking/Finance Experience | <input type="checkbox"/> Committee/Teamwork Experience |

Why are you interested in becoming a LNIB School Board Member?

Describe a time when you implemented a leadership strategy that contributed to helping others with successful outcomes?

Provide an example of how you would both promote and provide communication with Stakeholders of the LNIB School?

Share an experience of how you worked collaboratively on a team and explain the experience.

Reflect on a time when you had to convince a group or team to work on a project that was difficult to implement? Describe how did you managed the situation?

How do you cope with challenging situations? Provide a descriptive example.

Reflect on a decision you made that was not received well and describe the process you took to explain your rationale.

Reflect on a time when you disagreed with someone's decision and describe how you handled it.

REFERENCES

Please provide your three (3) references below including name, phone number, and affiliation:

1.

2.

3.

Thank you for your interest with our LNIB School