



## **New Horizons Charter School Society**

The New Horizons Charter School Society (the Society) is a non-profit charitable organization dedicated to operating New Horizons School, a school for intellectually gifted children. The Society is governed by an elected Board of Directors; this Board is the governing body of New Horizons School.

Parents or guardians of students attending New Horizons School, as well as members of the school staff, have the right to membership in the Society without paying a membership fee. Other persons may become a "Community Member" by paying a membership fee and receiving Board approval of their membership application.

Members of the Society have the right to vote in Board elections, to stand for election to the Board of Directors (except for school staff, who may not serve on the Board), to speak at Board and Society meetings, to vote on special resolutions at general meetings of the Society, and to request the addition of agenda items for Board meetings.

Members of the Society also have the responsibility to be active, informed and supportive participants in Society affairs as they relate to New Horizons School.

The Bylaws of the New Horizons Charter School Society can be found online at <http://www.newhorizons.ca/governance-new/>.

To become a first-time member of the Society, or to renew your current membership, please sign the attached *Declaration of Understanding* and return it to the office **by 4:00 pm on Monday, September 11, 2017**.

## **Board Elections**

A unique feature of charter schools is the requirement to have a volunteer Board of Directors to serve as the governance body for the school. The Board sets direction, formulates policy and makes decisions required of it in the School Act, the New Horizons School Charter, and the Society's bylaws.

Service on the Board is a tremendous opportunity to become involved in and learn about the education of students in our school and across the province. All members of the New Horizons Charter School Society are encouraged to give serious consideration to giving their time to the worthy and rewarding position of Board director.

Board directors are volunteers, usually parents of students at the school, who serve a two-year term by attending meetings, discussing issues, and making decisions regarding governance matters for the school. No special experience or background is required - just a dedication to the success of the school.

Elections to the Board of Directors of New Horizons Charter School Society will be held at a **Special General Meeting on a date that will be circulated following the September 11 deadline for the registration of new Society members**. Any member of the Society who wishes to stand for election to the Board must submit a completed **Nomination Form (attached to this document) to the school office by 4:00 pm on Friday, September 29, 2017**.

The following page summarizes the role and responsibilities of a Board director.

## **Role & Responsibilities of a Board Director**

To ensure the success of New Horizons School, the Board of Directors:

- Makes decisions and acts in the best interest of the students.
- Conducts itself in a professional, dedicated and committed manner.

Major responsibilities of the Board of Directors include:

- Providing overall governance of the school.
- Meeting Alberta Education requirements: Education Plan, Annual Education Results Report, Budget, Audited Financial Statement, Capital Plan.
- Initiating, reviewing and monitoring Board policies.
- Considering matters presented to the Board by the school administration.
- Negotiating a collective agreement with the Alberta Teachers' Association.
- Engaging parents and staff in meaningful consultations regarding priorities and direction for the school.

Relevant documents and information are generally prepared by the superintendent, secretary-treasurer, principal or the Board's legal counsel and brought to the Board for information, discussion, revision, and approval. The Board will also solicit input from Society members, School Council, parents and students as necessary to keep informed and fulfill its reporting requirements.

The Board of Directors is directly accountable to the New Horizons Charter School Society and, through the *School Act* and the *School Charter*, to the Minister of Education. In addition, the Board is responsible to engage in consultation with the parents and students of the school, members of the general public, and officials within the Ministry of Education.

The structure of the Board is outlined in the Society bylaws and consists of:

- A maximum of seven directors.
- Four officer positions: Chair, Vice Chair, Secretary, Treasurer.
- Committees: Audit, Personnel, Policy, Public Relations, Survey.

Board directors are expected to be prepared for and attend approximately ten regular public meetings each year, at which the superintendent, secretary-treasurer, and principal provide reports to the Board and any timely issues of concern to the Board are discussed. Committees may be struck to deal with regular or emergent issues under the Board's responsibility. Board directors may also participate in meetings with other charter school boards and administration, and with representatives or officials from provincial and municipal governments.

**Only members of the New Horizons Charter School Society in good standing as of September 11, 2017 are eligible to vote in this year's Board elections or to stand for election to the Board of Directors. To become a first-time member in the Society, or to renew your membership, please sign the attached *Declaration of Understanding* and return it to the office by 4:00 pm on Monday, September 11, 2017. Current members should take note that their membership will expire on the day before the annual general meeting of the Society, which will be held in November, on a date yet to be determined.**

If you have any questions please contact the school office.