New Horizon School
Where Children Come First

Address 1111 S. Carr Road
Renton, WA 98055
Tel 425.226.3717
Toll Free 888.571.6979
Fax 425.226.4605
Email info@new-horizon-school.org
Web www.new-horizon-school.org

NHS Board of Directors

Board Member Job Description (Attachment A)

Title: Member, New Horizon School Board of Directors
Reports to: NHS Board President
Term: 3 years

Purpose: To serve the board as a voting member; to develop policies, procedures, and regulations for the operation of New Horizon School; to monitor the finances of New Horizon School, its programs, and its performance.

Expected meeting attendance:

- Regularly attend meetings as scheduled (approximately 12 per year)
- Attend standing committee meetings, if a member, as called by the committee chairperson
- Participate as an ad hoc committee member, if appointed
- Attend board retreats, in-service workshops, and other board development activities
- Attend and participate in special events as needed

Obligations of the board:

- Establish policy
- Hire, supervise, and evaluate the Administrator/CEO
- Secure adequate funding
- Monitor finances
- Maintain and update long-range plans

Specific duties:

- Attend meetings and retreats and show commitment to board activities
- Be well-informed on issues and agenda items in advance of meetings
- Contribute skills, knowledge, and experience when appropriate
- Listen respectfully to other points of view
- Participate in organizational decision-making
- Financially support New Horizon School
- Assume leadership roles in all board activities, including fundraising
- Represent New Horizon School to the public and to private industry
- Educate yourself about the needs of the people New Horizon School serves