

## Role of the Board of Trustees of CLS

Board members are volunteers who are elected by the Corporation of Carroll Lutheran School, made up of pastors and delegates of the Lutheran Churches of the Westminster Conference of the Delaware-Maryland Synod of the ELCA, the group that actually started CLS. Pastors and delegates from these churches vote on Board member candidates at the November annual meeting of the Corporation. There are a total of 12 elected Board members and one ex officio member with voice but no vote, i.e., the President of FPP.

~ The Board of Trustees is the governing body of the school—sets policy, sets the budget, sets tuition rates, hires the administrator and evaluates her performance, among other things. The Board has only one employee. The administrator hires and oversees the rest of the staff.

~ The fiduciary responsibility is probably *the* most important function of a non-profit Board—seeing that the finances are in order and that we can meet our financial obligations—no small task for a non-profit the size of CLS that is dependent upon enrollment.

~ Committees of the Board are very important for developing strategies to move the school forward and for bringing recommendations to the Board for action:

Executive Committee—Hermine Saunders, Rev. Martha Clementson, Bobbie Dillow, Bradley Martin—may act on behalf of the total Board as the need arises. That committee meets to discuss issues that involve the operation of the school and that may need to come to the Board for action.

Governance/HR—Rev. Martha Clementson, Chair; evaluates the governing documents, Constitution/Bylaws/Articles of Accord, to make sure they are up-to-date and without discrepancies. The committee also evaluates human resources documents for consistency and for adherence to policy.

Finance—Bradley Martin, Chair; prepares budgets and financial reports, oversees the financing of the entire operation of the school to make sure that we can meet our financial obligations. Over the course of the last year this committee has been instrumental in the refinancing of the school, to name just one of its vital roles.

Philanthropy/Grants/Golf—Michele Crew, Chair with assistance from Justin Durboraw on golf; writes appeal letters to prospective donors, writes grants such as the \$100,000 grant for Health Education and Guidance Counselor, plans and implements the golf tournament to raise money for scholarships/financial aid, looks for ways to raise money by encouraging major donors.

Marketing—Drew Dean, Chair; looks for ways to market the school through all types of media, including written word, social media, internet, radio, word of mouth, open houses, mass mailings. Taking the message to pre-schools and to churches is also useful. Strengthening the message is now a top priority.

Church Relations—Rev. Mel Stricklin, Chair; looks for ways to keep CLS before the church parishioners. Since CLS was started by the Lutheran Churches of the Westminster Conference and is a Christian school, we need to keep its mission and message before those churches and look for ways to expand into other faith-based churches in the area.

Facilities Management—Jim Huber, Chair; oversees the physical plant of CLS, even to the point of taking the place of Mr. Grant when he was on sick leave! Jim also recommends various contractors to pursue for such things as snow removal, for example, after evaluating proposals.

Nominating—Operates for a short period of time before the election of new Board members at the annual meeting of the Corporation; recommends potential candidates for the approval of the entire Board before those candidates are presented at the annual meeting in November. Board members are elected for a three year term.