



JOB DESCRIPTION FOR DIRECTORS

Roles and Responsibilities:

1. Define and oversee the mission of Anchorage Montessori School (AMS) and keep it relevant to the needs of our community.
2. Approve programs and services and monitor their effectiveness in meeting our mission.
3. Provide strategic guidance to AMS and the Executive Director.
4. Ensure financial solvency and help raise resources.
5. Select, support, and evaluate the Executive Director.
6. Ensure continuous board improvement.

As a Director of Anchorage Montessori School, I commit to:

- Attending a minimum of 6 board meetings per year and committing to missing no more than 3 meetings
- Participating in the Strategic Planning process
- Serving on at least one committee
- Continuing my education in Montessori philosophy and methods for at least six hours per year
- Familiarizing myself with the “board book”
- Making an annual monetary gift that is meaningful and significant to me
- Holding AMS to a high standard of performance and actively helping make this a world class organization
- Understanding my roles and responsibilities and becoming sufficiently knowledgeable about AMS and its operations to make informed decisions
- Reading the materials sent to the board and coming prepared to board and committee meetings
- Arriving at meetings on time and staying for the full agenda unless I have otherwise notified the board or committee chair
- Asking for clarification on any matters or material that I do not understand before making a decision
- Listening carefully to other board members and staff with an open mind and an objective perspective
- Actively working towards those decisions and solutions that are in AMS’s best interest
- Speaking as a board with one voice
- Respecting the confidentiality of the board’s business

Optional Responsibilities: I agree to do 2 of the 3 items listed while serving my term on the board

- Participating in at least one fund raising event
- Speak the message of the organization publicly (School Fair, civic meeting (Rotary, Kiwanis, etc), educational/early childhood events)
- Volunteer in a community-wide project as part of our organization’s team

Signed: _____

Date: _____