



INTERNATIONAL SCHOOL of TIANJIN

Working Learning Acting TOGETHER

Board and Director Roles and Responsibilities

Consistent with the Board Constitution, the Board and the Director (with his or her administrative staff) shall perform the roles and responsibilities listed below. The Board and Director shall respect, support, and avoid interference in each others' roles and responsibilities.

POLICY	
Board of Governors	Administration
Determines need for policy	Drafts proposed policy
Approves policy	Implements policy
Reviews Administration's evaluation and approves policy changes if needed	Evaluates results and reports to Board Recommends changes to Board

PLANNING	
Board of Governors	Administration
<p><u>Long-Term Planning:</u></p> <ul style="list-style-type: none"> - Commits to developing a strategic plan - Approves strategic plan (3-5 years), following discussion with Admin and process including other groups - Approves annual goals, objectives, action plans based on strategic plan <p><u>Recurrent, Annual Planning:</u></p> <ul style="list-style-type: none"> - Approves annual calendar - Approves annual budget 	<p><u>Long-Term Planning:</u></p> <ul style="list-style-type: none"> - Organizes strategic planning process - Collects forecast data on enrollment, revenue etc. - Within strategic planning process, works with others to propose major goals and prepare action plans. - Addresses/enacts all plans - Implements action plans, evaluate, and report to Board <p><u>Recurrent, Annual Planning:</u></p> <ul style="list-style-type: none"> - Recommends annual calendar - With Finance Committee, recommends annual budget - Plans staffing and recruitment - Conducts annual curriculum review - Plans facilities maintenance schedule - Plans calendar of school events

FACILITIES	
Board of Governors	Administration
<p>Approves major facilities developments</p> <p>Approves policies related to facilities (such as policy on use by outside groups)</p> <p>Approves facilities operational expenses within annual budget</p>	<p>Identifies facilities needs and recommend major improvements to the Board</p> <p>Implements and monitors major facilities projects; reports on these to Board</p> <p>Recommends policies related to facilities</p> <p>Implements annual facilities budget: maintains facility within budget approved by Board</p> <p>Allocates use of space within the school</p> <p>Assures health and safety requirements are met</p> <p>Manages all other aspects of facilities</p>

FINANCES	
Board of Governors	Administration
<p>Approves budgeting framework</p> <p>Discusses any questions about financial analysis</p> <p>Reviews and approves annual budget</p> <p>Reviews financial reports</p>	<p>With Finance Committee develops and recommends a budgeting framework</p> <p>Prepares financial analysis and reviews with Finance Committee to present to Board</p> <p>With Finance Committee recommends needed new initiatives as budget proposals</p> <p>With Finance Committee prepares and recommends annual budget to the Board</p> <p>Implements budget to achieve its goals through efficient and effective procedures</p> <p>Provides detailed financial reports to the Board, through the Treasurer</p>

CURRICULUM

Board of Governors

Administration

Approves major curriculum directions / framework

Approves policy on evaluation and reporting of student performance

Approves major expenditures usually as part of annual budget

Approves policies on matters related to major aspects of the educational program.

Recommends wide-ranging major curriculum directions (e.g., curriculum framework)

Recommends policy on evaluation and reporting of student performance

Reports to Board on student performance

With Finance Committee recommends major financial expenditure related to curriculum and associated resources and facilities

Recommends policies on matters related to major aspects of the educational program, such as:

- Appropriate student/teacher ratios
- Grades serviced by the school
- Staffing needed for new courses

Selects and procures resources needed to implement the educational program, within budget

Manages, supervises, and evaluates all other aspects of delivering the school's educational program, and reports significant progress and problems to the Board.