



Considerations for Potential Board Members 2017

Board Nominees must be employed by or serve in an administrative position which handles admissions of a member school or organization. Additionally, candidates should consider the following criteria for successful board members:

- Demonstrated commitment to BADA
- Demonstrated leadership ability and experience in BADA and other organizations
- Experience consistent with the services and products provided by BADA
- Effective 'process' leadership – the ability to collaborate with others to lead, support and grow the organization
- Ability and willingness to serve, including (support from employer to allow person to perform role)

Additionally, the person must have the support of his/her school or organization to take on a board role with BADA. This includes being available for board service as required during the term, including meeting at least four times a year, committee work, and support of and attendance at BADA professional development offerings.

The nominee should write a 200 word "blurb" about themselves on the google form provided for distribution prior to election.

See the following pages for descriptions of Board roles.

Descriptions of Board Responsibilities:

Committee name/Position on Board	Key responsibilities	Time required	Busiest times of year
President	Develops agendas for meetings in concert with the BADA Coordinator. Presides at meetings.	Varies as discussions/meetings come up	Times leading up to regional/board meetings
	Discuss issues/topics as they come up with Board members (Committee Chairs)		
	Work with BADA Coordinator and Treasurer on business/finance related issues		
	Ensures the effective action of the Board in governing and supporting the organization, and oversees Board affairs		
	Acts as the representative of the Board as a whole		
	Represents the Consortium in the Community		
	Authorized to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization		

	Performs other duties as the need arises and/or as defined in the bylaws		
Vice President	In the absence of the President, or in the event of his or her inability or refusal to act, the Vice-Presidents, in order of their rank as fixed by the Board of Directors, or if not ranked, a Vice President designated by the Board of Directors, shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice-Presidents shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board.	Varies as discussions/meetings come up	Times leading up to regional/board meetings
	Coordinate and track activities of all committees		
	Chair nominating committee of the Board		
Treasurer/Secretary	General financial oversight	Irregular, moderate	continuous
	Tax preparation - liaise with accountant	Irregular, moderate	spring
	HR issues - liaise with labor attorney	Irregular, moderate	N/A

	Budget review	Minimal	N/A
	Take minutes at board meetings, regional meetings, and spring meeting		
	Stay on top of bylaws, understand them, advise board	Not negligible	
	Manage elections for Board	Heavy	March, April
Membership	Convene and work with Membership Committee to assure members are available to mentor new school members	an hour or so a year	
	Revise and distribute the Annual BADA Membership Agreement to all member schools	1-3 hours (depends on changes)	
	Field questions from new member schools	as needed	
	Arrange school visits to new member schools (maybe - we have not done this consistently)	as needed	
	Assign a mentor school/DA to new schools	as needed	
	Attend BADA Board Meetings		
	Represent BADA at regional meeting (depending on presense of other Board members)		
	Manage Member requests for exceptions to BADA rules - take issues to Board for review/vote		

	Communicate both requirements and benefits of BADA Membership to prospective member schools		
Committee name/Position on Board	Key responsibilities	Time required	Busiest times of year
Statistics	Define, with committee members, what data to collect from BADA members		April - June
	Design survey for data collection from BADA members		
	Interpret and analyze survey data with the committee members		
	Produce reports based on survey for BADA members to be used for their purposes (such as Board reporting). Reports are generated per sub-region.		
	Gather and share regional statistics from other organizations		
	If needed, produce job aids on how to download statistically data		
	If needed, assist with other types of surveys for the organization		
Preschool outreach	serves as primary BADA ambassador to the preschools	very intensive before preschool panels	August/September to prep for panels
	responsible for maintaining or	2-4 hours depending on changes needed	August/September

	delegating maintenance of the preschool database excel doc		
	responsible for coordinating fall preschool panels	Very intensive in September	June/Aug/Sept
	responsible for updating the preschool director FAQ's and FA FAQ's	1-3 hours	August
	attends board meetings		
	performs other tasks associated with preschool relations Responsible for maintaining Student Evaluation Forms		
Policy/Guidance	Review and Revise "Principles of Good Practice"		Fall, Spring, Symposium
	Ensure and sustain a positive and collegial group for all members		
	Process and respond to Grievance Form issues	As needed	January - March
	Lead committee meetings as necessary	1 hour at Symposium; 1-2 more during year	
Committee name/Position on Board	Key responsibilities	Time required	Busiest times of year
Communication	Getting the word out about ISSFBA		End of August

	Events we can attend as BADA (Fairs and Info Sessions if relevant)		Fall
	Run Committee meetings at our annual Spring meetings		Spring
	Report Committee information to the BADA Group		Spring
	Website planning - Assisting Dana		Throughout the year but primarily in the Spring
Program	Lead symposium planning in collaboration with BADA Coordinator	intensive in fall and before symposium	Fall, April
	Lead program committee in all planning of symposium including site choice, brainstorming, speakers, schedule and activities (conference calls and meetings)		ongoing
	Site visit (if needed)		Fall
	Commit to attendance at whole symposium		May
	Onsite support at symposium		May
Member at Large	Other program ideas as needed		Ongoing
	*One MAL per region		3-4 per year
	Attend board meetings		As needed

	<p>Communicate with/solicit from regional members re: decisions that will impact all. Reach out to get information and represent the views of regional members at board meetings</p> <p>Coordinate Fall Regional Meetings (send invite, arrange snacks, collect RSVPs, work closely with host school to be sure everything is in place before meeting)</p> <p>Facilitate Spring Meeting at Symposium (help move the agenda along - assign note taker, etc.)</p> <p>Partner with Membership Chair to welcome/mentor new members in region (details of this assignment to unfold as this is still being imagined by Board)</p> <p>Coordinate regional events - should we include new regional events (to support new member schools, to support DA's new to admission, to help encourage collegiality, enhance our BADA mission, etc.).</p>		<p>Aug/Sept.</p> <p>May</p> <p>As needed</p> <p>As needed</p>

General Board commitment	Board meetings		Fall, winter, spring, at symposium
	Committee leadership		
	Ad hoc conversations/meetings online or by phone		
	Responsiveness and responsibility re: BADA issues that arise		
	Follow up re: Board action items		
	Attend and help lead appropriate regional BADA meetings Model appropriate best practices, collegiality, etc.		