

St. Luke's Episcopal School
San Antonio, Texas
Trustee Profile and Job Description

January 13, 2009

St. Luke's Episcopal School is a Christian community dedicated to academic and personal excellence, lifelong learning, and service to others. The school is a ministry of St. Luke's Episcopal Church. The school is governed by a Board of Trustees that endeavors to maintain a close, healthy working relationship with the vestry, clergy, and administration of the church. Via the leadership of the Head of School, the Board of Trustees seeks to create one of the best PK-8 schools in the country.

The Head of School is, for all intents and purposes, the sole employee of the Board of Trustees. The Board works very closely with the Head to execute the school's strategic plan while evaluating and supporting the Head's leadership and administration of the school.

This document ("Trustee Profile and Job Description") is a tool used by the Committee on Trustees and the Board to accomplish two things: to articulate the Board's needs while at the same time describing the commitment required by service on the Board. It is a benchmark against which potential trustees may be evaluated.

The Board has delineated the qualities and characteristics it needs in potential Board members:

- A love of the school and a dedication to its Mission, Portrait of a Graduate, and Standards of Professional Excellence for Faculty and Staff (see below)
- A clear understanding and appreciation that the school is a ministry of the church
- The ability to work well with others
- The capacity to think strategically and creatively
- The capacity to look into the future and make decisions on behalf of the next generation of students
- A sense of humor
- A proven ability to maintain strict confidentiality
- A willingness to be "developed" as a Trustee and continue learning about "Best Practices" for an independent school board
- If a parent, the ability to set aside immediate needs of your own child(ren) and/or grandchild(ren) when making decisions
- The commitment to help the Board become a "AAA Board" by working as an Ambassador, Advocate, and/or Asker
- The capacity to become a Board leader in the long term (ex. Chair, Treasurer)
- History of and/or capacity for giving
- History of and/or capacity for service to the school community
- Any special technical skills that are needed by the school at a particular time in its history

Service on the St. Luke's Episcopal School Board is a significant commitment. It requires attendance at a minimum of nine (9) Board meetings every year, and at special meetings as called by the Chair (ex. Orientation). It also requires service on at least one (1) working committee of the Board and an early commitment to each fundraising appeal.

The composition of the Board is complex; it is comprised of both church and non-church representatives. The church representatives have one more voting member than non-church representatives and as such maintain control of the Board. Terms of service are either one year (appointed) or three (elected) and can be renewed.

Trustees will be asked to sign a "Board Service Commitment" that includes the following statements. "I pledge:

- To study and adhere to the implications of the school bylaws

- To make decisions based upon my responsibility to ensure that the school's mission will be 'alive and well' for future generations of students.
- To focus on the long-term, strategic impact of issues and decisions
- To participate fully in all Board-level planning and planning-related activities
- To do my part to keep the full-Board and Board committee discussions focused on the school's long-term viability, and so to subordinate (but not to abandon) my interests in the day-to-day operations of the school
- To satisfy myself, by my insistence upon financial planning and an annual (independent) financial audit, that institutional monies are handled, and reported on, with strictest accuracy and integrity.
- To comport myself in accordance with the fact that the Board has but one employee – the School Head – and that she/he does not work for me or any other single Trustee, but for the corporate body of Trustees
- To prepare responsibly for each full-Board and Board committee meeting (as I am assigned) and to come faithfully and on time to each full-Board and Board committee meeting (as I am assigned).
- To participate responsibly at all meetings, voicing my opinions and observations with courtesy and clarity, and accepting with good grace the majority and the minority viewpoints, regardless of my own position relative to each.
- To make my personal financial contributions promptly in support of all school wide fund-raising efforts (i.e. pledging or giving immediately to each effort in order that each fund-raising drive may be launched with the announcement that '100% of all Trustees have already pledged or given to this effort'.)
- To hold confidential all Board matters until such are, first, officially decided upon by the full Board and, second, formally announced orally or in writing to the school community.
- To avoid conflicts of interest between my position as Trustee and my personal/professional life and, if necessary, to declare any such conflict before the Board and to refrain from voting on matters in which such conflict may exist.
- To support the school, its faculty/staff, its Head, and my own colleagues on the Board publicly and enthusiastically (understating that critical observations, if I must render them, are to be reserved for the privacy of full-Board and Board committee sessions).

If, for any reason, I find myself unable to carry out these pledges, singly or collectively, I agree to resign from the Trusteeship forthwith." (Source: Independent School Management)

Individuals that match the trustee profile and that can profess support of the "Board Service Commitment" pledge can be considered for service on the Board of Trustees. Suggestions for prospective trustees are accepted continuously by the Committee on Trustees: forms can be downloaded at the school's web site (www.sles-sa.org) under "Who We Are" under "Board of Trustees".

Mission Statement

St. Luke's Episcopal School is a Christian community dedicated to academic and personal excellence, lifelong learning, and service to others.

Portrait of a St. Luke's Graduate

- Reflects the love of Jesus Christ
- Acquires and applies knowledge critically, analytically, and ethically
- Embraces the lifelong pursuit of knowledge, excellence and wisdom
- Demonstrates leadership, perseverance, and balance
- Celebrates the uniqueness of every person
- Engages in community service

Characteristics of Professional Excellence for Faculty and Staff

- Honor and appreciate all children as God's special creation, reflecting the love of Jesus Christ
- Cultivate a high degree of academic and personal excellence from students
- Embody the mission of St. Luke's Episcopal School
- Model behavior that reflects the St. Luke's Way
- Pursue high professional standards and best practices and support colleagues in doing the same
- Adhere to school policies and procedures and hold strict confidentiality