



# ISK RECRUITMENT PROFILE

## Board Member (either elected or appointed)

**ISK Mission:** *ISK inspires and nurtures passion, creativity, and ambition in pursuit of a better world*

**ISK Vision:** *Empowering students to create solutions for tomorrow's challenges*

### The Board:

The ISK Board of Directors is the governing body of ISK responsible for :

- Ensuring the school's success and sustainability by developing, articulating and supporting ISK's Strategic Vision.
- Determining school policies
- Developing financial and strategic plans
- Hiring and evaluating the Director
- Planning and overseeing the implementation of the annual budget
- Delegating the implementation of school policies and school management to the Director and the instructional and support staff

### Role of a Board Member:

**Nature of Position:** Unpaid Volunteer

**Term:** 2 years (elected)  
3 years (Board-appointed members)  
Indefinite (Embassy-appointed members)

**Accountable to:** Full Board of Directors

### Scope of Responsibilities:

Individual board members make a commitment to attend meetings of the full Board as well as one or two Board Committees. (see below) Members are expected to prepare for meetings by reading the necessary documents, and to participate in the meetings by contributing both a voice and vote to Board deliberations. Individual Board members do not have authority except as a member of the Board during convened Board meetings. Board members will also agree to working in accordance with the Board Code of Conduct and Conflict of Interest guidelines.

### Specific Responsibilities of individual Board members:

- Maintain a "student focus" in all decision making
- Be responsible to the institution as a whole, not a single agenda or constituency
- Embrace ISK Mission, Vision and Aims
- Become familiar with ISK Articles of Association and Board Policy Manual
- Participate actively on board and committees
- Communicate honestly, listen actively, respect all opinions and differences, and remain positive
- Avoid raising individual matters / concerns, unless broad policy implications are involved
- Be supportive of the school administration and staff
- Act as an advocate for the school
- Maintain confidentiality
- Keep discussions of board business within the context of board meetings or via email copied to all board members
- Follow ISK board guidelines for dealing with complaints from parents, staff, or community members (*Guidelines will be found in the "communications" section of the board operations manual*)
- Participate in annual training sessions with the whole board

- Be disciplined about participation in meetings, according to ISK Meeting norms. (*Meeting norms will be found in the meetings section of the board operations manual*)
- Take responsibility for ensuring board protocols are followed by colleagues and Chair
- Maintain a mutually trusting, supportive relationship with other board members and the Director
- Participate actively in board discussions, then support the final decision, even if you voted against the decision
- Refrain from "surprising" or embarrassing another board member or the Director at a board meeting
- Individual Board members are normally expected to participate in two committees

### **Desirable Qualities:**

(The ideal candidate will have many of these qualities, while a diversity of backgrounds/skills is encouraged)

- Demonstrated collaboration skills and a proven team player
- Ability and willingness to think strategically
- Skills and experience that will serve one or more of the Board's standing committees
- Previous experience in a governance role
- Ability to work in a multicultural environment
- Willingness to make the necessary time commitment
- A sense of humour

### **Board Members Code of Conduct**

Serving on the ISK Board of Directors requires a commitment by Board members to:

1. Embrace ISK Mission, Vision and Aims, keeping student learning as the priority.
2. Participate on the Board, in committees, and in annual training.
3. Communicate honestly, listen actively, respect all opinions, and remain positive.
4. Avoid raising individual matters/concerns, unless broad policy implications are involved.
5. Members will remain responsible to the institution as a whole, not a single agenda or constituency.
6. Follow ISK board guidelines for addressing concerns from parents, staff, or community members as outlined in the Board Operating Agreements (Annex 3).
7. Act as an advocate for the school and support its administration and staff.
8. Maintain confidentiality and keep discussions of board business within the context of board meetings or via email copied to all Board members.
9. Be disciplined about participation in meetings, as outlined in the Board Operating Agreements (Annex 3).
10. Take responsibility for ensuring board protocols are followed by colleagues and Chair.
11. Maintain focus on the legitimate roles of the board, which encompasses:
  - Revising and approving school policies
  - Developing the strategic plan
  - Planning and overseeing the implementation of the annual budget and the long-term financial plan in conjunction with the facilities master plan
  - Hiring, developing, motivating, evaluating, and retaining the Director
  - Delegating the implementation of school policies and school management to the Director and the instructional and support staff
12. Maintain a mutually trusting, supportive relationship with other board members and the Director.
13. Participate actively in board discussions, then support the final decision, even if you voted against the decision.
14. Refrain from "surprising" or embarrassing another board member or the Director, regardless of the forum.