



## **Role and Responsibilities of the WCA Board of Directors**

The Woodlawn Community Academy Board of Directors is the governing body of Woodlawn Community Academy Inc., a 501 C-3 non-profit organization. The Board of Directors **does not make policy, but governs the policies, plans, and goals**, which have been set in motion by the Executive Director and staff. This governing role is critical to helping the organization achieve its mission and goals, as well as the following responsibilities:

**1. Though Woodlawn's Board of Directors contributes in Wisdom, Wealth, and Work as the Lord leads, the board's primary role is as a catalyst for creative ideas and oversight of the following:**

- **To oversee** organizational policy, ensuring that the organization operates ethically, morally, and strategically, is fiscally responsible, and is theologically in step with its mission.
- **To affirm** that the organization is staying true to its mission, vision and values.
- **To engage** in the strategic process. The board is encouraged to formulate ideas to enable Woodlawn to function strategically, and to seek wisdom from others who can contribute new ideas and strategic thinking.

**2. Monitor the organization's operations, including:**

- Periodically evaluating the organization's executive director.
- Hiring a new executive director when necessary.
- Working with and providing support for the executive director.
- Approving the annual report and monitoring the annual budget.
- Providing guidance and wisdom as necessary.

### **3. Serve as a public figure for the organization:**

- Studying and understanding the mission, values, and vision of Woodlawn in order to briefly state it and share it with others.
- Advocating for the organization.

### **4. A board of directors also has certain legal obligations, known as duties. While the details may vary from state to state, here are some common legal responsibilities for members of non-profit boards:**

- To take reasonable care when making decisions for the organization (called “duty of care”).
- To act in the best interest of the organization (called “duty of loyalty”).
- To act in accordance with the organization’s mission (called “duty of obedience”).
- To stand aside when there is a conflict of interest (called “recusal”).

### **5. While the board has many responsibilities, there are also things it should avoid. Board members should avoid being over- or under-involved. More specifically, the Board of Directors should not:**

- Concern itself with the day-to-day management of the organization. That is the job of the Executive Director.
- Rubber stamp decisions. While the board should take the recommendations of the organization’s director, staff, and members into consideration, the board needs to be an independent decision-making body.