



BEING AN AIS EXECUTIVE BOARD MEMBER

COMMITMENT

Board members must:

- Be willing to put in time and effort
- Be prepared for meetings, read all materials, ask questions in advance, have their own opinion on each Agenda item

Approximate minimum time commitment:

POSITION	COMMITTEE MEETINGS & SPECIAL DUTIES <i>Hrs/Month</i>	BOARD MEETINGS <i>Hrs /Month</i>	RETREATS AND W/SHOPS <i>Hrs 2 x per Year</i>	TOTAL <i>Number of Hours in 10 months</i>
Member	4	6	10	120
Committee Chair	8	10	12	204
Secretary	16	14	14	328
Vice Chair	12	10	12	244
Board Chair	24	12	14	388

BENEFITS

Board members:

- Receive no financial benefits (no remuneration or discounted school fees) – this is a volunteer position
- Participate in training workshops 2 - 4 times per year
- Are granted a special access card to most school doors
- Attend two social Board dinners per year
- Join countless men & women around the world who care deeply about the schools they serve and help make a difference to current and future AIS students

MAIN DUTIES

The Board:

- Governs the Association/Verein in accordance with applicable laws, By-laws and decisions of the General Assembly
- Communicates directly with Association members
- Recruits, appoints, supervises, evaluates and discharges the Director
- Develops and safeguards Strategic Plan implementation
- Approves all materials submitted for Association voting, including Budget
- Develops, approves and ensures compliance with the AIS Policy Guide
- Collects & securely archives 'institutional memory' records
- Ensures all decisions are in keeping with the AIS mission

RISKS & CONFLICT OF INTEREST

Board members:

- Prioritize long term goals over short term solutions
- Distinguish between personal interests & school interests
- Will on occasion be required to interact with faculty associated with their own child(ren) and, in so doing, must act in the best interest of AIS in their official capacity as a Board or Committee Member (rather than as a parent)
- Use caution making public statements based on hearsay
- Share responsibility for unpopular decisions
- Avoid and report any conflicts of interest

LEGAL & VOLUNTARY CONSTRAINTS

Board members:

- Speak with one voice
- Maintain confidentiality
- Conduct all official business in person with all required members present
- Communicate with faculty & staff via the Director
- Only sign documents when they are in full compliance with existing By-Laws and Policies & Procedures
- Lead on strategic issues, allowing the Director to focus on operational matters
- Bear fiduciary responsibility for AIS and ensure sound financial management
- Review policies and procedures to minimize risk, and ensure appropriate checks and balances are in place

OTHER

Board members:

- Make succession plans to ensure smooth leadership transitions
- Communicate decisions in a timely & transparent manner providing appropriate supporting materials
- Evaluate fellow Board members
- Passionately advocate for AIS as a whole
- Strengthen the Board by having the courage to speak up and the flexibility to collaborate with a diverse team