



Sunny Hollow Montessori Board of Trustees—Role and Commitment

The Board of Trustees of Sunny Hollow Montessori School is responsible for overseeing the management of the business and affairs of the school. Trustees are stewards of the school who are entrusted with the following responsibilities:

- The Board is the governing body of the school and is legally accountable for all its operations.
- The Board ensures adherence to the school's mission in its programs and policies.
- The Board supervises the Head of School and ensures that the school's administrators effectively carry out the daily tasks of running the school.
- The Board ensures that the school's resources are managed responsibly.
- The Board engages in strategic planning for the school's future and works to strengthen the school's resources.

State law imposes on Trustees the fiduciary duties of care, loyalty and obedience, which Trustees must uphold in carrying out their responsibilities. Trustees must discharge their duties in good faith, in a manner the Trustee reasonably believes to be in the best interests of the school, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances. Trustees also must act with the highest standard of integrity.

Trustees must actively participate in the management of the school, including preparing for and attending meetings of the Board and its committees. Much of the work of the Sunny Hollow Board of Trustees is carried out through delegation to committees. Each Trustee typically serves on two committees. The standing committees of the Board include Finance, Governance, and Development/Fundraising. Other committees may be added on an ad hoc basis as needed to focus on particular projects and initiatives.

The Sunny Hollow Board of Trustees will meet at least nine times during the year, typically on the 3rd Wednesday evening of the meeting month. A Board calendar is provided at the start of the year. Board meetings typically are scheduled from 6:15 to 9:00 p.m. Committees typically meet monthly but may meet telephonically, and the duration of the meetings is at the discretion of the committee members. In past years, the Board also has held a half-day retreat, and Trustees are requested to participate in certain school events, such as its annual meeting, open house and its spring and fall gatherings, typically held on weekday evenings or Sunday afternoons.

Trustees are elected for three-year terms, which may be renewed in the discretion of the Board. Trustees are expected to contribute financially to the school at whatever level is appropriate based on the Trustee's personal circumstances. The total time expectation, including meetings, preparation, and special events, is approximately 4-7 hours per month.