

SDEI Board Member Job Description

POSITION TITLE:	Board Director for SDEI
POSITION TYPE:	Volunteer
REPORTING TO:	SDEI Board Chair
LOCATION:	Remote
THE COMPANY:	SDEI
WEBSITE:	https://miripiriacademy.org/

THE COMPANY:

MISSION

Our mission is to awaken the self-mastery of the individual child. Through the practice of Sikh Dharma lifestyle and Kundalini Yoga, challenging academics, positive relationships, healthy life-habits and meaningful service, we strive to give our students the depth of spiritual experience and skills to confidently succeed in life, serve the age and fulfill their destiny.

VISION

Create a sustainable global learning system based on Sikh Dharma lifestyle and Kundalini Yoga that challenge the child to excel spiritually, academically and physically. We will establish a values-based integrated education community with safe and nurturing environments that support the child's personal growth through healthy habits, life-long friendships and community awareness so that he/she may succeed in life.

SDEI Board of Directors Scope and Responsibilities

- Determine mission and purpose It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
- Hire, oversee and evaluate annually the Head of School/Executive Director. The board should ensure that the Head of School/Executive Director has the moral and professional support he or she needs to further the goals of the organization.
- Ensure effective planning: Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.

- Determine which programs are consistent with the organization’s mission and monitor their effectiveness.
- Ensure adequate financial resources: One of the board’s foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
- Protect assets and provide financial oversight: The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
- Build a competent board: All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.
- Ensure legal and ethical integrity: The board is ultimately responsible for adherence to legal standards and ethical norms.
- Enhance the organization’s public standing: The board should clearly articulate the organization’s mission, accomplishments, and goals to the public and garner support from the community.
- Identify and recruit other Board Members
- Serve on committees or task forces and take on special assignments

Fiduciary Duties for SDEI Board Directors:

Duty of Care

Duty of care means that board directors must give the same care and concern to their board responsibilities as any prudent and ordinary person would. This means board members should actively participate in board meetings and on committees. It also means that they should actively work with other board directors to advance the organization’s mission and goals. Board directors should be able to read and understand financial reports and be willing to question expenditures and examine variances. They are also responsible for strategic planning and achieving the organization’s short- and long-term goals.

Duty of Loyalty

Board directors must place the interests of the organization and its shareholders ahead of their own interests at all times and publicly disclose any conflicts of interests and not use board service as a means for personal or commercial gain.

Duty of Obedience

Board directors must make sure that the organization abides by all applicable laws and regulations and does not engage in illegal or unauthorized activities.

Board Participation, Time Commitment, and Compensation

The SDEI Board of Trustees meets in person approximately one time during Summer Solstice.

There are phone meetings approximately every 4 weeks.

On Zoom, no travel cost. Monthly time commitment 4-6 hours

This is a volunteer position.

SDEI Board Terms -

Length of Term: two-year board term with the option of renewal every two years.

Eligibility for Committee/Commission Participation

Expertise in respective Committee area

EX-Board members may serve as: At-Large Member (See Above), Committee members
Only active members in good standing can serve as: Chair, Vice-Chair, Treasurer, or Secretary.

SDEI Board Roles and Responsibilities:

As a member of the Board of Trustees, you are in a position to make a significant contribution to Miri Piri Academy and its students, as well as the Sikh Dharma Educational programs around the world. The vitality of the school depends on your commitment, imagination and caring leadership. In fact the future well-being of the school is in your hands. You and the other members of the board are trust holders of all that is important to the life of the school and, as such, need to be clear about your responsibilities.

We ask each trustee to review the following areas of personal commitment:

1. Attend, in person, if possible the board of trustees meeting held 1 time during Summer Solstice. There are phone meetings approximately every 6 weeks, more when needed. Your presence is valued and your active participation is a critical component of board deliberations.
 - i. If you cannot attend in person we can set up conferencing. Also, attend as many other Board meetings via phone as possible.
 - ii. According to bylaws, after 2 unexcused absences, it is assumed that you do not want to serve.
2. Actively serve on a minimum of one committee. The work of the board is most often accomplished through its committees, and your expertise will help move the board's agenda forward.
3. Be an effective trustee and you must read and be familiar with material sent to you in advance of board and committee meetings.

4. Contribute direct financial support to the school. We expect 100 percent of the board to contribute to the annual fund and also to any capital or endowment campaigns. As part of our support, tell other potential contributors that our board of trustees is tangibly committed as donors. Trustees serve as key resources for access to other individuals, foundations, and corporations where they have influence.
5. Spend some time attending classes. Visits should be arranged through the head's office. By experiencing the educational process firsthand, trustees become better informed advocates for the school as a whole.

Further Responsibilities

- Approve SDEI's annual budget, audit reports, and material business decisions; become informed of, and meet all, legal and fiduciary responsibilities
- Commit to professional development (one or two trainings are recommended per year either through SSSC or other organizations).
- Serve on at least one sub-committee, preferably as a chair, and attend committee meetings.
- Make a serious commitment to participate actively in Board and other SDEI work.
- Commit to an annual philanthropic commitment as determined by the individual board member.
- Participate in annual self-evaluation of personal board service.
- Be knowledgeable about SDEI's mission, vision, programs, and events.
- Stay informed about Board matters, come prepared for meetings, and review and comment on issues and documents of importance.
- Participate in the creation of the strategic plan and conduct and annual review of the strategic plan.
- Get to know other Board members and SDEI stakeholders and build a collegial working relationship that contributes to consensus.
- Respond to requests for feedback or decisions between meetings in a timely manner.
- Understand financial statements or commit to learning about nonprofit financial oversight.
- Ensure SDEI's commitment to a diverse board and staff that reflects the communities SDEI serves

Qualifications for Service

- Past or current engagement with SDEI (e.g., student, teacher, parent, student, community, etc.)
- Interest in and willingness to support SDEI goals and objectives
- Alignment with SDEI and SSSC Mission and Values
- Previous board experience preferred
- Sufficient time availability for board duties and responsibilities (4-20 hours per month)

Desired Experience or Expertise

- Extensive professional experience with significant executive leadership accomplishments in business, education, philanthropy, or the nonprofit sector
- A commitment to and understanding of SDEI's beneficiaries, preferably based on experience
- Personal qualities of integrity, credibility, and a passion for improving the lives of SDEI's beneficiaries
- Background in education
- Financial Background
- An understanding of how school budgets operate
- HR experience
- Fundraising experience
- Legal experience/background

Desired Attributes

- Strong diplomatic and interpersonal skills.
- Initiative
- Integrity
- Analytical ability
- Sensitivity and awareness
- Leadership
- Sound decision-making ability
- Planning skills
- Ability to organize and monitor work
- Collaborative
- Ability to easily use email and other technology such as cloud services
- Commitment to open and honest communication

SIX PRINCIPLES OF GOOD PRACTICE FOR TRUSTEES

1. An individual trustee does not become involved in specific management, personnel, or curricular issues.
2. A trustee accepts and supports board decisions.
3. A trustee keeps all board deliberations confidential.
4. A trustee takes care to separate the interests of the school from the interests of a particular child or constituency.
5. A trustee has the responsibility to support the school and its head and to demonstrate that support within the community.

6. Authority is vested in the board as a whole. A trustee who learns of an issue of importance to the school has the obligation to bring it to the head of school, or to the board chair, and must refrain from responding to the situation individually.