



## Board of Directors Application Form

Full Name:

Current Occupation/Position:

Home Address:

Work Address:

Work Phone number:

Home Phone number:

Cell Phone number:

Preferred address for mailings:

Preferred Email Address:

Please include within your application package:

1. A resume or biography that includes your occupational and educational background and any other information you deem appropriate.
2. A brief cover letter with this package of information that summarizes the key items you would like us to consider.

3. Responses to the six questions on the following page.

Please email your application package to:

UDS Board at uniondayschool@gmail.com

If you have any questions, please contact the board via the same address.

### **UDS Board Questionnaire**

The primary purpose of the Board of Directors is to set policy, provide oversight, and approve and oversee the management of the school budget. UDS has a strong management team of administrators and personnel in place to oversee the day-to-day operations of the school. The BOD is responsible for setting vision, helping to achieve the annually-identified goals and for annual evaluation of the executive director. Our board is made up of several sub-committees: Finance, Strategic Planning, Marketing/Fundraising, Curriculum, and Human Resources. Service on the board and committees requires a time commitment, as well as some prior knowledge and/or skill in the particular area.

Whereas all candidates will be given serious consideration, the board is especially interested in candidates within the human resources, legal, marketing or educational fields.

Our charter does not allow more than two parents of children currently enrolled at UDS to serve on the BOD. At this time, we are that maximum and are not able to accept parents as new board members. Grandparents will be considered.

### **Please provide brief responses to the below questions**

1. Why are you seeking a position on the board?

2. It is critical that board members fully align with UDS' mission and vision and IB philosophies. How do you feel your beliefs align? How do you intend to support our

mission and vision as a board member?  
<https://www.uniondayschool.com/mission-vision>

3. As stated above, the board is seeking someone from the legal, HR or educational sector. How does your background align with this need?
  
4. Areas the UDS Board is routinely involved with are listed below. Please provide comments related to your capabilities in these areas. This is a comprehensive list and we don't expect individuals to have experience or expertise in all areas, so only comment on the matters you are comfortable with or particularly interested in:
  - Financial and business management
  - Selection, oversight and performance evaluation of school management
  - Personnel issues for all employees, including compensation, benefits and grievance resolution
  - Facility/Campus planning
  - Marketing and community relations
  - Development experience (fundraising)
  - Design and approval of policies and procedures (and monitoring compliance with board-established policies)
  - Legal and regulatory issues pertaining to the operation of a not-for-profit corporation and educational operation
  
5. Confirm you are willing and able to actively participate on a regular basis in the following ways:

- Monthly board meetings - The UDS Board typically meets once a month during the late afternoons to allow for our staff to attend.
- Committee participation - Committee leadership/participation generally requires 5-10 hours a month of preparation, meetings and discussions.
- Ad hoc board member discussions - as certain topics arise, there may be a need for ad hoc meetings/discussions.

7. Do you have any family or business relationships with any current UDS employees or board members? If so, please describe.

8. Please share any other characteristics, connections, knowledge or experiences you bring that could be a plus for UDS.