

2017 TMS Board and Committee Recruiting – We Need Volunteers!



About the School:

- The Avondale Education Association Inc., a non-profit corporation, doing business as [The Museum School of Avondale Estates](#).
- Governed by its own Board of Directors.
- Charter school authorized by DeKalb County and Georgia Boards of Education.

About the Board of Directors:

- 11-17 voting, **volunteer** members
- Minimum - one 2 year term
- Maximum - three 2 year terms
- Officers = Chair, Vice Chair, Secretary, Treasurer
- **New members added as needed**
- Typical start date is July 1

Board-level Committees:

Academic Excellence,
Communications, Development,
Diversity, Facilities, Finance,
Governance, Personnel

Overall Board Responsibilities include:

- Ensure school is faithful to terms of charter
- Ensure **continued academic success**
- Create and monitor policies
- Select principal; monitor performance
- Ensure **financial viability**
- Raise funds
- Plan and manage growth / facilities expansion
- Represent TMS
- Recruit and orient new members

Individual Board Responsibilities include:

- Be an Active Advocate for TMS
- Attend [Board Meetings](#)
- Lead a Committee
- Volunteer for ~8-10 hours/month
- Participate in state-mandated charter school training, charter renewal process, BOD self-review

What's the benefit of being on the Board:

- Have a say in **school strategy and direction**
- Advance personal and professional development
- Build your network
- Contribute to the community
- Be a part of an award-winning school
- Learn about education and non-profit organizational governance
- Board member children receive **a preference in the lottery**

What it takes to be selected for the Board:

- **Demonstrated, active, commitment** on board committee, board projects, classroom or school events
- **Needed skillsets** which include (but are not limited to) financial and business acumen, communication skills, and/or ability to fundraise
- Treasurer requires additional qualifications

Next Steps

- Attend TMS Board and Committee Open House
 - Tuesday, October 24th, 7-8, Board/Staff room
 - Thursday, November 2, 7-8, Board/Staff room
- Submit a Board or Committee-level Interest Form by November 27th
- [Read detailed Board FAQs](#)
- Attend a [meeting](#) (typically third Tuesday of month)
- **Contact Jesse Lincoln at jesse.lincoln@themuseumschool.org with any questions**

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Board-level Committees

- **Academic Excellence – Chair, Rick Clark**
rick.clark@themuseumschool.org
Works with the school's principal to define academic excellence, ensure that all Board members understand the charter promises made to the community and the authorizer, and devise clear and consistent measures to monitor these goals.
Committee Meets: Quarterly
- **Communication – Chair, Matt Spaulding**
matt.spaulding@themuseumschool.org
Responsible for communicating news from The Museum School to relevant audiences.
Committee Meets: Monthly
- **Development – Chair, Leah Dobbs**
leah.dobbs@themuseumschool.org
Raises funds to meet the budgetary needs of The Museum School.
Committee Meets: Monthly
- **Facilities – Chair, Alan Locke**
alan.locke@themuseumschool.org
Oversees implementation of facility renovations and maintenance.
Committee Meets: 2nd Monday of every month – 8:30pm
- **Finance – Chair, Katie Cota**
katie.cota@themuseumschool.org
Works with the school's principal and business manager to create the annual budget, monitors implementation of approved budget on a regular basis and recommends proposed budget revisions. This committee also recommends policies for management of The Museum School's assets.
Committee Meets: 2nd Tuesday of every month – 7pm
- **Governance – Co-Chairs, Jesse Lincoln & Clay Jones**
jesse.lincoln@themuseumschool.org
clay.jones@themuseumschool.org
Responsible for matters pertaining to Board recruitment, nomination, orientation, training, and evaluation of Board members in accordance with the bylaws and policies and practices approved by the Board.
Committee Meets: 2nd Thursday of every month – 7pm
- **Personnel – Chair, Nicky Rosenbluth**
nicky.rosenbluth@themuseumschool.org
Advises the Board on matters pertaining to personnel administration and staffing. This committee also hires and evaluates the principal.
Committee Meets: 2nd Tuesday of every month – 6:30pm