



**The Museum School of Avondale Estates  
Board of Directors  
Frequently Asked Questions**

**1. What is the Avondale Education Association, Inc.?**

The Avondale Education Association, Inc. (“AEA”) is a non-profit corporation organized under the provisions of the Georgia Nonprofit Corporations Code. The AEA operates (or does business as) The Museum School of Avondale Estates, which is governed by its Board of Directors.

**2. What are the responsibilities of the Board?**

The Board of Directors of The Museum School of Avondale Estates is responsible for:

- a. Ensuring the school’s programs and operation are faithful to the terms of its charter;
- b. Ensuring the continued academic success of the school;
- c. Creating and monitoring the general policies, management and programs of the school;
- d. Selecting the Principal and supporting and reviewing his or her performance;
- e. Ensuring the short and long-term financial well-being and viability of the school;
- f. Raising funds to complement per-student funding received from governmental sources;
- g. Planning and managing renovation and expansion of the school’s physical facilities;
- h. Representing The Museum School to governmental, academic, philanthropic, local, state, and national communities; and
- i. Recruiting and orienting new board members and assessing the performance of the Board of Directors and its committees.

### 3. What are the roles and responsibilities of an individual member of the Board of Directors?

Each Director actively serves on the Board of Directors and participates in the life of the school. Each Director must agree to and meet the following performance expectations:

- a. Believe in, support and be an active advocate and ambassador for the values, mission, and vision of The Museum School;
- b. Work collaboratively with fellow Board members, administrators, teachers, and staff;
- c. Operate professionally and respectfully to contribute to the effective operations of the Board of Directors;
- d. Attend monthly Board meetings;
- e. Lead Board committees;
- f. Be prepared to contribute a **minimum** of 8-10 hours per month toward Board service (many Directors contribute significantly more time);
- g. Develop financial resources for The Museum School of Avondale Estates, including a personally meaningful financial gift and supporting other fundraising activities;
- h. Investigate, inform, and abide by any decision of the Board of Directors with respect to any potential conflict of interest, whether real or perceived;
- i. Accept fiduciary responsibility – the legal duty to act solely in the best interest of The Museum School and with the strictest duty of care;
- j. Participate in the annual Board of Directors self-review process;
- k. Participate in annual Board development activities, including specific governance and charter school training, as prescribed by the Governance Committee;
- l. Utilize personal and professional skills, relationships and knowledge for the benefit of the school; and
- m. Participate in the charter renewal approval process, including drafting and revising the renewal charter application.

#### **4. How does the Board of Directors interact with the DeKalb County Board of Education?**

The Board of Directors governs The Museum School and is directly responsible to the DeKalb County Board of Education for ensuring that the school's programs and operation are faithful to the terms of its charter.

The charter is authorized by the DeKalb County and Georgia Boards of Education and details the school's mission, program, goals, students served and methods of assessment.

As with most charter schools, the Board of Directors of The Museum School exercises increased autonomy in return for this direct accountability.

#### **5. Who makes up the Board of Directors?**

The Board of Directors consists of no less than thirteen, nor more than seventeen, voting Directors, which includes parent/guardian representatives, up to three community representatives, up to three staff members, and up to two representatives from museums or other community organizations which partner with The Museum School. The Principal serves as a member of the board in an ex-officio, non-voting capacity.

For more information, please see the [Bylaws of Avondale Education Association, Inc.](#)

#### **6. Do Board members receive compensation?**

No. This is a volunteer position.

#### **7. How long does a Board member serve?**

A Board member can serve three two-year terms. Terms typically start on July 1 and end on June 30, two years later. There are four officers on the Board of Directors who can serve up to three, one-year terms as any one officer. The four officers are the Chair, Vice-Chair, Secretary, and Treasurer.

#### **8. What is the time commitment to serve?**

A minimum of one term, which is two years. Board members typically perform *at least* 10 hours per month of Board service in the monthly Board

meeting, as well as one or two Board committee meetings. Most board members contribute substantially more time each month outside of those meetings.

**9. Is there a financial commitment?**

Yes. All Board members are expected to make a personally meaningful financial contribution to benefit the organization, *considered annually*. Board members are also expected to support fundraising for The Museum School.

**10. What qualifies a person to serve as a Board member?**

Board members are selected based on the need for particular skillsets, their financial and business acumen, communication skills, demonstrated commitment to The Museum School of Avondale Estates, and the ability to fundraise. Candidates do not need to be a parent or live in the school's attendance zone to be considered.

The Treasurer position is the only position with additional qualifications: a baccalaureate or higher degree in business, accounting, or finance from an accredited college or university and a minimum of four years of experience in a field related to business or finance; or documented expertise of ten or more years in the field of business and financial management.

**11. What do you mean by demonstrated commitment?**

Active participation on a Board Committee or participation in other Board-related projects. Time spent volunteering in the classroom or for school events is also considered.

**12. How often are new members added to the Board?**

Each winter the Governance Committee evaluates the needs of the Board and Board-level committees and begins a recruitment process to identify new Board and committee members throughout the spring. New Board members typically begin their term on July 1. As needs arise at other times of the year, new Board members may be added.

**13. What can I do to express my interest in serving on the Board?**

You can complete the Board/Committee interest form **here** and then become actively involved to demonstrate your commitment. See [List of committees and Board member emails](#).

**14. If I serve on the Board of Directors, does it guarantee my child a spot in the school?**

No. Children of Board members do receive a preference behind siblings of current students in the annual lottery along with the children of full-time employees of The Museum School of Avondale Estates. The

most available spots are in Kindergarten each year. Please see the [Lottery Policy and Procedures](#) for more details.

**15. When does the Board of Directors meet?**

Typically, the board meets the third Tuesday of every month. Please see the [calendar of upcoming meetings](#).