



ESU 7 BOARD MEMBER JOB DESCRIPTION

TERM: 4 years, expiring the first Thursday after the first Tuesday in January of the 4th year (even districts and odd districts are on alternating election cycles)

EXPECTED MEETING ATTENDANCE:

- Regularly attend scheduled meetings (11/year)
- Attend special meetings as scheduled
- Attend meetings of committees served (2-6/year)
- Attend board retreats, planning sessions, and board development workshops
- Attend ESU meetings and events as relevant
- Excused absences approved by the board. More than two consecutive unexcused absences may result in removal from the board.

OBLIGATIONS OF THE BOARD:

- Establish policy
- Hire, fire (if necessary), supervise, and annually evaluate the Chief Administrator
- Delegate management of ESU 7 affairs to the Chief Administrator
- Monitor finances
- Maintain, update, and monitor strategic plans

SPECIFIC DUTIES:

- Attend meetings, participate, and show commitment to board activities
- Be well-informed and prepared for meetings
- Contribute skills, knowledge, and experience when appropriate
- Listen respectfully to other viewpoints
- Assume leadership roles in all board activities
- Represent ESU 7 to the public, government officials, businesses, and the community
- Educate yourself about the educational needs of the school districts served

ESSENTIAL FUNCTIONS:

The essential functions of a Board Member include: To serve the board as a voting member; to assist in the development of and then approve policies and procedures governing the operations of ESU 7; and to monitor the finances, programs, and performance of ESU 7 to ensure ESU 7 is accountable to the community.

It is the policy of ESU 7 to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military and veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, gender identity or sexual orientation, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Chief Administrator. This position is subject to a veteran's preference for those who qualify. Please see the policy at www.esu7.org.