



Board of Trustees FAQ

What is the Board of Trustees?

The Board of Trustees ensures the stability, mission, and financial security of Evergreen School through strategic leadership and planning. Trustees are not involved in the day-to-day operations, rather they are responsible for establishing policy direction and strategic goals for the school. The Trustees hire and oversee the Head of Evergreen School and serve a fiduciary duty to the school's sound financial management.

What are some job responsibilities of a Trustee of the Board?

- Stay fully informed about current operations at the school by regularly attending Board meetings and being well prepared for the meetings by reviewing materials in advance.
- Establish and implement the school's strategic plan and strategic financial plan and various policies to ensure the fiscal health of the school.
- Set the annual budget for the school and monitor the implementation of the budget.
- Periodically review the operating results of Evergreen School.
- Support and Evaluate the Head of School.

How much of my time should I expect to commit to as a Trustee?

- To meet monthly at the School premises (currently the 3rd Tuesday of the month, 6:30-8:30 pm). Some meetings may happen virtually through video conference call.
- To serve on one of the standing committees that may meet as needed: Finance, Governance, Advancement, or Building and Grounds. In addition, serve on ad-hoc committees that may arise as needed: e.g., Strategic Planning, New Member Recruiting, Investment Review.
- To attend an annual retreat, typically a half-day.
- To prepare for meetings or complete assignments up to a few hours each month.
- To respond promptly to emails (within 48 hours) from fellow Trustees and to participate in school-wide activities.

What are the financial commitments as a Trustee?

Trustees are committed to the stability and growth of Evergreen. To this end, Trustees are expected to make Evergreen among their top philanthropic priorities and support the school's various fundraising events.

How long do Trustees serve on the Board?

Typically, this is a three-year commitment.

Who are the current Trustees?

A diverse group of current-parents, past-parents, and community members with experience in education, non-profit, law, finance, fundraising, government, among other fields. A list of members and officers can be found on the Evergreen School website, in the [governance section](#). Feel free to check out further details on their professional experience by taking a look at their LinkedIn profile.

Why should I apply to become a Trustee?

- Serving as a Trustee allows for you to make a significant impact on Evergreen's current and future students.
- Serving as a Trustee is a rich opportunity for professional development and leadership skill building.
- Trustees gain insight in to the business of education, independent school leadership, and nonprofit organizations.

How many Trustees position are available?

The Board bylaws allow for 15 Trustees. We are currently seeking four (4) people to join the Board.

What is involved in the application process?

Trustee application are available on the school's website, in the [governance section](#). Interested persons should submit their application and resume to the Chair of the Governance Committee named on the application. **Applications are due no later than Wednesday, April 11, 2018. All candidates will be asked to meet and interview with current Trustees on Monday, April 16, 2018.** The Board of Trustees will vote on which candidates should be slated to the school community on Tuesday April 17, 2018. Candidates will be notified if they will be slated by Wednesday April 18, 2018. An email will be sent to the school community listing all slated candidates. Candidates are slated for 30-days. On May 15, 2018 the Board will vote on which candidates will become Trustees. New trustees will be notified no later than May 18, 2018. New Trustees join the Board in June for a 3-year term.