



华夏中文学校大费城分校

Huaxia Chinese School at Great Valley

HXGV Board of Trustees Key Responsibilities

The purpose of this document is to further define key responsibilities of Board members HXGV Board chair, Board secretary and Board treasurer.

Key Responsibilities of Board Members of HXGV

Major Activities

The board shall hold 4 to 5 regular meetings each calendar year.

- 1) October meeting, after classes are settled (attendee: 7 board members defined in bylaw):
 - Review and approve school academic and financial budget.
 - Review and approve school's major activities including initial version of school operating calendar.
- 2) February meeting - after completion of the first semester (attendee: 7 board members defined in bylaw):
 - Summarize feedback
 - Review and approve any major changes in academic plan for next semester or propose any changes for the following school year. Major changes included but not limit to the followings:
 - a) Any additional class of the new category.
 - b) Any changes related to textbook.
 - Review budget versus actual expense.

- 3) May meeting (attendee: 6 board members defined in bylaw and retired board members) – right after General Assembly Meeting:

The official effective date of the newly elected members (including board members, PC chair, etc.) will be the date immediately after the election.

The major task for this meeting is to appoint new principal or re-appoint current principal. The date that the new principal accepts the offer is the effective day of the new principal.

Note: the May meeting and June meeting can be combined to one if there is no major issue for appointing new principal or re-appointing current principal.

- 4) June meeting (attendee: 7 board members defined in bylaw and retired board members)



华夏中文学校大费城分校

Huaxia Chinese School at Great Valley

- Review and approve SAC team structure for the new school year.
 - Appoint School Accountant.
 - Elect Board Chair. The date that the new board chair accepts the offer is the effective day of the new board chair. Only newly formed board team members can be considered as Board Chair candidate.
 - Evaluate the practice of last school year. Review/approve any major changes in academic plan, tuition and policy for the following school year.
 - Review budget versus actual expense.
- 5) July meeting, by July 15 (attende: 7 board members defined in bylaw and retired board members):

The finance transition to the new leader team will be completed in this meeting.

- Review and approve the final financial report.
- Upon the final approve of the board, the principal shall finalize the compensation level for SAC officers and staff members if applicable.
- Review/approve teacher's compensation.
 - a) The overall teacher's compensation shall be within 60% and the overall staff compensation shall be within 5% of the total income. The numbers are subject to change upon approval by the board.
 - b) The range of the teacher's salary (Chinese and cultural) and total compensation shall be approved by the board. Any teacher's salary that is above the maximum of the current range shall be communicated to the board.

Possible Activities

The following activities may occur at any time throughout the school year. A special meeting of the Board may be called by board chair or at the request of one third (1/3) or more of the Trustees for any reasons.

- 1) Upon the board approval, the principal shall dismiss and appoint SAC officers.
- 2) Upon the board approval, the principal may suspend or terminate any member's membership as a result of violating the HXGV Bylaws, rules or regulations or committing any activities that cause harm to HXGV.
- 3) While the principal shall be in full charge of and responsible for school's operation, the principal should timely communicate to the board of any activities may result any negative impact to school future development, school major activities, and school academic plans. This is to encourage open communication among all three functions (Board, Admin and PC).



华夏中文学校大费城分校

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Any expense that is outside of budget and exceeds the amount of \$500 per semester should be approved by the board.

- 4) The Board shall supervise the financial audit of the School.
- 6) The Board shall evaluate the situation of any activity that conflicts or potentially conflict with the interest of the School and take actions by an affirmative vote of majority of the disinterested Trustees.
- 7) The Board shall develop policy/guideline and review documents. All comments from each board member shall be carefully evaluated and incorporated before taking further action.

In any conflict between the key responsibilities and HXGV Bylaws or financial regulations, the current version of HXGV Bylaws or HXGV financial regulations shall supersede.

Key Responsibilities of Board Chair

- Act as legal representative for HXGV
- Coordinate with board in headquarter of Huaxia Chinese school.
- Host HXGV board meetings and discussion of policy/guideline
- Lead annual budget review and financial discussion.
- Lead financial audit process.

Key Responsibilities of Board Secretary

The board secretary, who should be a board member, is appointed by the Board to serve as a coordinator for board events with the following responsibility:

- Set up meetings and write meeting minutes
- Summon meetings during board chair's absence
- Maintain electronic file of all board documents
- Ensure sign-off of board required documents

Key Responsibilities of Board Treasurer (Optional)

While the financial administration is governed by the Board, based on necessity, as an optional choice, the Board can appoint one board member to oversee the financial operation. The main responsibilities include but not limited to the following:

- Serve as liaison between Board and Management team on finance related issues. Keep the Board informed of key financial events.
- Oversee compliance of Financial Regulations,.
- Conduct annual review and management orientation of the Financial Regulations.
- Recommend changes of Financial Regulations to the Board.