

**SAINT EDMOND CATHOLIC SCHOOL
SCHOOL BOARD VOLUNTEER
PROFILE FORM**

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The purpose of the Volunteer Profile is for nomination committee use to assure information is available to help build a school board reflective of the school system's needs. The information requested may also be used for press releases and publicity. Please place a star next to any information you would not want released.

Name (as it is to appear, including any titles)

Last Name

First Name

Middle Name

Home Address

Home Phone #

Employer/Business

Work Phone #

Parish

Cell Phone #

E-mail Address _____

Names(s) and ages of Children:

Grade in School

School Currently Attending

Employment (most recent first):

Organization

Location

Position

Dates

Volunteer Experience:

Organization	Location	Position	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Avocational Interests:

Experience/Expertise: (place an X next to those areas in which you have an interest; circle the X if you have experience).

- | | | |
|---------------------------|---------------------------|---------------------------|
| ___ Accounting | ___ Finance Management | ___ Public Relations |
| ___ Fund Development | ___ Community Relations | ___ Parliamentary Law |
| ___ Benefits | ___ Human Resources | ___ Performance Appraisal |
| ___ Building/Construction | ___ Legal Resources | ___ Properties |
| ___ Bylaws | ___ Personal Policies | ___ Risk and Insurance |
| ___ Legislative Issues | ___ Educational Processes | ___ Marketing |
| ___ Science | ___ Technology | ___ Mathematics |
| ___ Religious Education | ___ Athletics | ___ Fine Arts |
| ___ Landscape | ___ Recruiting | |

Other _____

References: These references can provide supporting information regarding your commitment and abilities in the areas marked above.

Name	Address	Telephone # (a must)
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Statement: Please provide a brief statement indicating your goals as a board member and why you are interested in serving on the Saint Edmond Catholic School Board. Please feel free to attach another page(s) if necessary.

I certify that all information provided is true and accurate and give permission to contact references listed above.

Signature

Date

Service on the Saint Edmond Catholic School Board is a ministry of service in the Church. It is God's work as well as our own. May God bless you for offering your service.

Qualifications

Each Board of Education constitution will detail the pre-requisites for membership in areas including age, parish membership, etc. Outlined below are a list of some qualities and qualifications necessary for one to be an effective member of the St. Edmond Board of Education.

Personal

- A willingness to give the time to serve conscientiously
- A willingness to attend board functions regularly
- The highest level of honesty, integrity and prudence
- The ability to act without bias toward any employees of the educational program
- An inquiring mind - open to both sides of an issue
- The courage to face unpleasant tasks and decisions
- The ability to be objective and to set aside personal interest
- A willingness to disclose any existing or potential conflicts of interest. Employees or immediate family members of employees may not apply until 3 years after leaving employment.
- Demonstrates an active practice of their faith
- A sense of humor

Professional

- A commitment to the importance of service to the community
- The ability to influence public opinion favorably in areas of importance to the educational programs
- A demonstrated competence in his/her chosen field

Board

- A commitment to understand and support the mission of the educational programs
- A willingness to learn while serving as a board member
- A willingness to balance a prudent concern for fiscal stability with a spirit of creative risk-taking
- A commitment to support the teachings of the Church on education and directives of the Bishop and diocesan offices
- A willingness to exercise the delegated authority of the board for conducting business related to the educational programs
- An appreciation for, and commitment to maintenance of confidentiality in matters pertaining to the board, parish(es), and educational program
- A willingness to support board decisions even if he/she does not fully agree.

Responsibilities

- Active participation in all aspects of the board functions is the responsibility of each member. The most productive Board of Education will be one in which each member prepares for meetings by reading and reflecting on reports and other materials received with the agenda prior to the meeting
- Arrives on time and remains for the entirety of the meeting. Board members must attend 80% of board and committee meetings each year. Extenuating circumstances for absences may be considered by the board.
- Participates in the discussions of the meetings actively, honestly, and considerately
- Is an active member of committees and is willing to serve as committee chair or an officer of the board
- Supports administrators of the educational programs without becoming involved in administration

- Completes an annual evaluation of the school president and the school board itself
- Serves as an ambassador for all aspects of St. Edmond and Catholic education

It is critical that board members understand that they do not have power or authority individually. It is only the board as a whole, which can function with authority.

Respect of confidential information must be maintained by all board members at all times. Such information will not be discussed outside of the executive session with anyone including other board members and spouses. Inability to maintain confidences violates stated eligibility requirements and is sufficient reason to request a resignation.