

The O'Neal School New Trustee Orientation

What do I need to know before I join the board?

1. The Board is not a PTA—It is the legally responsible body regarding all matters
 - a. The trustees have only one employee.
 - b. Trusteeship *is* future-focused / *not* preoccupied with the day to day.

2. What are my responsibilities?
 - a. Confidentiality
 - b. Pre-meeting Preparation
 - c. Meeting Attendance
 - d. Confidentiality
 - e. Ambassadorship
 - f. Financial Support
 - g. Confidentiality
 - h. Financial Oversight
 - i. **CONFIDENTIALITY**

3. Financial Support
 - a. Annual Gift to the O'Neal Fund
 - b. Support the Auction -- \$1,000 or greater, may be in-kind or solicited

4. Financial Oversight
 - a. Audit: Are we solvent and is the opinion unqualified?
 - b. Management Letter: What problems are noted?
 - c. Budget: Does it balance?
 - d. Endowment Policy: Who is managing our money?

5. Must Reads
 - a. Mission Statement and Bylaws
 - b. ***NAIS Trustee Handbook*** by Donna Orem and Debra P. Wilson