

# **Indiana Association of Christian Schools Operational Policies of the Board of Directors**

Moreover, it is required in  
stewards, That a man be found  
faithful.

*1 Corinthians 4:2*

Stewardship, a requirement for all of us in the Lord's work, Biblically encompasses three things:

1. Ownership (Matthew 25:24). We are God's stewards and not independent contractors or owners of anything. We are also stewards of "His goods" and His resources. They are His and not ours, and not others.
2. Responsibility (Matthew 25:15-18). Once we as His stewards have received His resources, we are responsible to use them to the best of our ability. We are to "invest them" for His eternal purposes and glory.
3. Accountability (Matthew 25:19). While we must all ultimately give a personal account to Christ for how we have handled the responsibilities we have been entrusted with for His eternal purposes, we must also humbly submit to those to whom we are accountable in this ministry. As a Board of Directors, we are accountable to the entire membership who has expressed their will in our Constitution and in their subsequent actions. We are also accountable to one another in our confidentiality, our integrity, and our willingness to carry our share of the load as His servants laboring for His eternal purpose and glory.

## **1. BOARD OF DIRECTORS MEMBERSHIP**

### **1.1. Eligibility (Article 6.1.1).**

- 1.1.1. The Board of Directors, hereafter referred to as the Board, of the IACS shall consist of a self-perpetuating body of nine (9) persons.
- 1.1.2. The Board shall select the members of the Board from member schools.
- 1.1.3. The Board shall have at least one-half of its members being senior pastors, and the remaining part of the Board shall be school administrators.

### **1.2. Election to Board.**

- 1.2.1. Any vacancy of the Board shall be filled by a majority vote of the Board.
- 1.2.2. In the event of a Board Member's absence, the Board Member may send a proxy or a substitute to take his place, but he cannot vote.

- 1.2.3. An elected Board Member leaves the Board when he resigns, moves to a church without a school, moves out of the state, or a majority of votes from the Board dismisses him from the Board.

## **2. BOARD MEETINGS**

### 2.1. Time and Place of Board Meetings (Article 7).

- 2.1.1. The Constitution states that the Board shall meet at least twice each year (Article 7.1).
- 2.1.2. Currently the Board has four scheduled meetings per year. The two meetings will be held in connection with the Pastor/Administrators meetings in September and April, and two meetings will be held in January and the annual meeting in June.
- 2.1.3. All business passed and not implemented since the last meeting shall be added to the old business at the next meeting.
- 2.1.4. The chairman shall exercise good judgment in dismissing from attendance any staff or visitors to the Board meeting necessary to maintain confidentiality, full discussion, and appropriate handling of current issues. If any Board Member feels uncomfortable with any non-Board Member's presence, he may request the chairman's consideration of the matter.

### 2.2. Quorum and Votes.

- 2.2.1. A quorum shall consist of a majority (6) for the Board (Article 7.1).
- 2.2.2. The Board may vote on matters by telephone or electronic conference between meetings to fulfill their duties as long as each member is given opportunity to vote.

## **3. DUTIES OF BOARD MEMBERS**

### 3.1. Duties of Board Members. The Board shall in the process of its regular operation establish written policies regarding how the Board will perform its constitutionally required duties and its fiduciary and stewardship responsibilities. Each of the following duties will require policy and procedures concerning who, when, how, and overall scope of that duty.

- 3.1.1. Elect the President, Vice-president, Secretary, and Treasurer and one third of the Board once a year.
- 3.1.2. Appoint an executive director and field directors.
- 3.1.3. Establish and approve policies and procedures.
- 3.1.4. Perform all the Association's stewardship responsibilities in relation to all of the assets and resources of the Association.
  - 3.1.4.1. The Board shall perform the following fiduciary responsibilities (Article 6).
    - 3.1.4.1.1. Budget.
    - 3.1.4.1.2. Dues. The Board will assess the dues and determine changes.

- 3.1.4.1.3. Salaries. The Board shall approve all salaries and honoraria.
- 3.1.4.1.4. Financial Disclosure. Financial disclosure shall be made to the Board.
- 3.1.4.1.5. (Article 6.3.1) The Board shall serve without salary.
- 3.1.4.1.6. (Article 6.3.5) Expense of the Board Members and any individual incurred in the carrying out of authorized Association business is entitled to reimbursement.
- 1.1.4.1.7. The Board shall oversee a periodic audit in relation to fiduciary responsibilities.

#### **4. JOB DESCRIPTION OF PRESIDENT**

- 4.1. Responsible to: Board and Membership.
- 4.2. Goal of Position: To fulfill the mission of IACS through the quality performance of his job-related tasks and responsibilities.
- 4.3. Job Summary of Tasks and Responsibilities.
  - 4.3.1. Provide leadership to IACS to ensure that its vision, philosophy, and policies are carried out.
  - 4.3.2. Serve as chairman of the Board. As chairman his duties shall include the following:
    - 4.3.2.1. Calling meetings, planned and unplanned.
    - 4.3.2.2. Setting agenda of meetings with advice of executive director.
    - 4.3.2.3. Presiding over Board meetings.
    - 4.3.2.4. Fulfilling his constitutional duties.
  - 4.3.3. Serve as the chair of the executive committee.
  - 4.3.4. Serve *ex officio* on all committees.
  - 4.3.5. Collaborate regularly with the executive director and evaluate the performance of the mission of IACS by the various IACS personnel under his leadership.
  - 4.3.6. Promote maximum and representative participation throughout the Association within the context of unity.
  - 4.3.7. Uphold the Association's mission and purpose.
  - 4.3.8. Confer with the executive director in legislative endeavors.
  - 4.3.9. Appoint positions within IACS with the approval of the Board.
  - 4.3.10. Oversee the writing of job descriptions for those under him and establish an accountability structure for the same.

#### **5. JOB DESCRIPTION OF VICE PRESIDENT**

- 5.1. Responsible to: Board.
- 5.2. Goal of Position: To fulfill the mission of IACS through the quality performance of his job-

related tasks and responsibilities.

### 5.3. Job Summary of Tasks and Responsibilities.

5.3.1. In the event the office of president becomes vacant, the vice president shall perform the duties of the office until the next meeting of the Board at which time the Board may nominate a replacement to be elected by the Board.

## **6. JOB DESCRIPTION OF SECRETARY**

6.1. Responsible to: Board.

6.2. Goal of Position: To fulfill the mission of IACS through the quality performance of his job-related tasks and responsibilities.

6.3. Job Summary of Tasks and Responsibilities.

6.3.1. Shall maintain accurate and complete Board minutes.

6.3.2. Shall send the minutes of all meetings to the Board within thirty days of the meeting.

## **7. JOB DESCRIPTION OF TREASURER**

7.1. Responsible to: Board.

7.2. Goal of Position: To fulfill the mission of IACS through the quality performance of his job-related tasks and responsibilities.

7.3. Job Summary of Tasks and Responsibilities.

7.3.1. Serve the Board as its representative for files, finances, assets, and financial procedures established by the Board, assuring the Board that their fiduciary responsibilities are being fulfilled.

7.3.2. Assist the executive director in financial-related matters.

7.3.3. Give a financial report at the Board meeting.

7.3.4. Pay all financial responsibilities in a timely manner.

## **8. JOB DESCRIPTION OF EXECUTIVE DIRECTOR**

8.1. Responsible to: President of the Board.

8.2. Goal of Position: To fulfill the mission of IACS through the quality performance of his job-related tasks and responsibilities.

### 8.3. Qualifications.

- 8.3.1. Appointed by the Board.
- 8.3.2. Not a member of the Board.

### 8.4. Job Summary of Tasks and Responsibilities.

- 8.4.1. Implement the vision for IACS under the leadership of the president.
- 8.4.2. Insure that the policies of IACS are followed.
- 8.4.3. Be responsible for the daily operation of the Association.
- 8.4.4. Perform duties assigned by the Board.
- 8.4.5. Communicate regularly with the president.
- 8.4.6. Serve as a member of all standing and special committees.
- 8.4.7. Assist the chairman of the Board in organizing the Board's meetings.
- 8.4.8. Supervise the Association's activities.
- 8.4.9. Oversee the Association's finances and financial reports in accordance to established financial policies.
- 8.4.10. Oversee field directors.
- 8.4.11. Assume the responsibility for planning and coordinating Association's activities, events, programs, and conferences.
- 8.4.12. Put into effect the policies approved by the Board.
- 8.4.13. Develop initiatives that complement the Association's mission, vision, and purpose.
- 8.4.14. Help organize Bible, music, speech, art, athletic, and academic, competition.
- 8.4.15. Communicate with members and their respective schools.
- 8.4.16. Oversee Association's communications.
- 8.4.17. Be responsible to establish a clear and current organization chart of IACS staff showing lines of authority and communication.

## **9. JOB DESCRIPTION OF SPORTS FIELD DIRECTOR**

9.1. Responsible to: Executive Director.

9.2. Goal of Position: To fulfill the mission of IACS through the quality performance of his job-related tasks and responsibilities.

### 9.3. Qualifications.

- 9.3.1. Selected by the executive director and approved by the Board.

### 9.4. Job Summary.

- 9.4.1. Initiate leadership in sports endeavors.

- 9.4.2. Promote, run, oversee and administrate all IACS Athlete tournaments.
- 9.4.3. Schedule sports committee meeting.
- 9.4.4. Assume office tasks and assignments from the executive director.
- 9.4.5. Assist the executive director.

## **10. JOB DESCRIPTION OF FABA (FINE ARTS, BIBLE, ACADEMICS) FIELD DIRECTOR**

10.1. Responsible to: Executive Director.

10.2. Goal of Position: To fulfill the mission of IACS through the quality performance of his job-related tasks and responsibilities.

10.3. Qualifications.

10.3.1. Selected by the executive director and approved by the Board.

10.4. Job Summary of Tasks and Responsibilities.

10.4.1. Initiate leadership in FABA endeavors.

10.4.2. Promote, run, oversee and administrate all IACS Academic Meets.

10.4.3. Schedule all FABA committee meetings.

10.4.4. Assume office tasks and assignments from the executive director related to FABA activities.

10.4.5. Assist the executive director.

## **11. JOB DESCRIPTION OF COMMUNICATIONS DIRECTOR**

11.1. Responsible to: Executive Director.

11.2. Goal of Position: To fulfill the mission of IACS through the quality performance of the communication director's related tasks and responsibilities.

11.3. Qualifications.

11.3.1. Selected by the executive director and approved by the IACS Board.

11.3.2. Must have a working knowledge of website development, social media, electronically develop methodology

11.3.3. Manager of media relations to maximize media opportunities

11.4. Job Summary of Tasks and Responsibilities

11.4.1. Initiate communication tools to well-defined audience (member and prospective schools, pastors, administrators, coaches, fine arts leadership, parents and students)

11.4.2. Work with the administrative team of the Executive Director and his

secretary, Fine Arts Director, and Sports Director to prepare communications materials including newsletters and brochures.

11.4.3 Develop on-line registration for delegates, vendors, sponsors, theme page, etc., for the IACS2017 teachers' convention that is linked to the IACS website.

11.4.4 Help develop an IACS promotional brochure.

11.4.5. Help develop live streaming opportunities for teachers' convention, FABA, athletic events

11.4.6. Manage the IACS website and online social media platforms ensuring that they are updated, accurate, and reflect the philosophy and priorities of the IACS. Assist the Executive Director.

## 11.5 Communication Calendar

11.5.1 Communication will be Implemented over a quarterly time-line; i.e., Fall, Winter, Spring and Summer with information as presented by the IACS President, Executive Director, FABA Director, Sports Director, and IACS Office. Information will be reviewed and updated quarterly to assure prompt communication of meetings, dates, deadlines and news provided along a broad pathway of social media and through electronic mail distribution."

### 11.5.1.1 Fall (August- October)

- Pastors'/Administrators' Meetings
- School's open with enrollment information
- Teacher's Convention information Soccer / VB Tournament information
- AACS Information
- Others

### 11.5.1.2 Winter (November – February)

- Soccer and volleyball results/awards with pictures
- Pastors'/Administrators' Meetings
- Basketball season information
- FABA information
- Thanksgiving and Christmas thoughts
- Executive Director's Corner (news, updates from the AACS and around the state)

### 11.5.1.3 Spring (March-May)

- Basketball results/awards with pictures
- FABA Information
- Sports information
- Easter Thoughts
- Executive Director's Corner

- 11.5.1.3 Summer (June-August)
  - FABA results/awards with pictures
  - Administrators' round table
  - Tournament Information
  - FABA enrollment
  - Executive Director's Corner

11.6 Compensation for work will be reported monthly to the Executive Director and/or his secretary.

## **12. STANDING COMMITTEES**

12.1 The IACS Constitution calls for standing committees to be created by a vote of the Board (Article 8). At this time two standing committees exist.

### 12.1.1. Athletic Committee

12.1.1.1. Composition. The Athletic Committee shall consist of up to seven representatives from the state. All Athletic Committee members must be from IACS member schools (limited to one from an individual school). A member may be removed after three consecutive absences from meetings without satisfactory reasons.

### 12.1.1.2. Duties.

12.1.1.2.1. The Athletic Committee shall be responsible for the athletic activities of the Association.

12.1.1.2.2. Operation shall be governed by Document 1.0 Athletic Operational Policies.

### 12.1.2. FABA Committee.

12.1.2.1. The Committee and its chairman shall be appointed by the Board and shall determine its own rules of procedure with the approval of the Board. A member may be removed after three consecutive absences from meetings without satisfactory reasons.

12.2. The Board may create new standing committees by Board vote (Article 8.3), such as:

12.2.1. Convention Committee

12.2.2. Membership Committee

12.2.3. Education Committee

### 12.3. Executive Committee

#### 12.3.1. Composition

12.3.1.1. The Executive Committee of the Board shall be comprised of the



President, Vice-President, Secretary, Treasurer (Article 8.1).

12.3.1.2. Executive director.

12.3.2. Operating Policies. The secretary shall record and maintain all minutes of the executive committee meetings that function in lieu of a Board meeting and present them to the Board at the next meeting.

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