

Annual Responsibilities for Albemarle County School Board Members

1. Make personal contact with a local, state or federal legislator once per quarter to maintain relationship and focus on educational issues of concern.
2. Deliver at least one “Ed Talk” – presentation about Albemarle County Public Schools – to a civic organization annually.
3. Participate on at least one sub-committee and/or Board assignment (e.g. PEF, CATEC, PREP) and provide quarterly reports to entire Board on proceedings/ impact on ACPS.
4. Read and approve Board Meeting Minutes according to timely agreed-upon schedule.
5. Attend quarterly strategic work/information sharing sessions which may be scheduled outside of “regular” bi-weekly Board meetings.
6. Identify “Key Communicators” (People of influence) in their magisterial district for Division/Board communications and personal contact.
7. Identify venues/organizations in your District for Ed Talks (presentations about ACPS).
8. Establish and use one Social Media Venue (e.g. Facebook, Twitter, LinkedIn) to communicate with constituents.
9. Participate in a minimum of two (2) VSBA/NSBA Professional Development opportunities per year.
10. Create personal and Board annual SMART goals.
11. Participate in media and constituent relations training annually.
12. Participate in Staff Contacts/Relations training annually.
13. Monitor all VSBA and NSBA Communications and Opportunities.
14. Attend graduation ceremony for the high school(s) in their Magisterial District.
15. Rotate attendance at GED, Murray, PREP and CATEC completer ceremonies.
16. Attend a minimum of two (2) functions at any school in their Magisterial District per quarter.
17. Participate in one (1) WINA radio show per year.
18. Read Board Agenda items prior to Board meeting.
19. Follow established Board protocols, Goals and guidelines.
20. Attend annual FOIA refresher training.