

Annual Responsibilities for Albemarle County School Board Members

1. Adhere to School Board adopted Code of Conduct.
2. Follow established School Board guidelines in Policy BG, Board-Staff Communications.
3. Develop and publish on the division website individual School Board member SMART goal(s).
4. Prepared and publish on the division website quarterly School Board member Reports to the Community.
5. Prepare for School Board meetings in advance of the meeting by reading and reviewing all agenda items and supporting material.
6. Regularly attend School Board meetings.
7. Honor confidentiality of School Board closed meetings.
8. Participate on at least one sub-committee and/or School Board assignment (e.g. PEF, CATEC, PREP) and provide updates to the School Board as needed.
9. Check personal school board related email at least twice a week.
10. Monitor VSBA and NSBA communications.
11. Make personal contact with a local, state or federal legislator at least once per year to maintain relationship and focus on educational issues of concern.
12. Deliver at least one presentation about Albemarle County Public Schools to a community organization.
13. Attend a minimum of two (2) functions at schools per quarter.
14. Participate in a minimum of two (2) VSBA/NSBA Professional Development opportunities (conferences, webinars, regional meetings, etc.).
15. Participate in Freedom of Information Act training as provided by the School Board Attorney.
16. Attend the high school graduation ceremonies.
17. Attend at least one of the following completer ceremonies: GED, Ivy Creek, Summer School, Post High, and CATEC.
18. Attend the New School Board Member Orientation provided by VSBA. (New School Board Members)
19. Attend the Chairman/Vice-Chairman Orientation provided by the VSBA. (Chairman/Vice-Chairman)