

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. Prepare 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.
- ~~1-11.~~ 11. Make personal contact with a local, state or federal legislator at least once per year ~~quarter~~ to maintain relationship and focus on educational issues of concern.
- ~~2-12.~~ 12. Deliver at least one "Ed Talk"—presentation about Albemarle County Public Schools—to a community ~~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.~~
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.
- ~~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 completion 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.~~
- ~~18. Attend annual FOIA refresher training.~~
19. Attend the New School Board Member Orientation provided by VSBA. (New School Board Members)
20. Attend the Chairman/Vice-Chairman Orientation provided by the VSBA. (Chairman/Vice-Chairman)