



Dear HCA Family,

It is time to nominate individuals for the Board of Directors at Horse Creek Academy.

This school year, the following seats will be available:

1. **Three (3) elected board positions**
2. Dr. Ann Marie Taylor will **appoint one (1) board position**

Important Dates/Timeline:

- The board application will be due to Leia Holbrooks in our front office on Tuesday, September 8th by 3:30 pm. Feel free to drop the application off in the office or email Leia the application at lholbrooks@hcacs.net.
- Voting for the new board members will take place on Tuesday, September 15th from 7 am – 7 pm in the front entryway of Horse Creek Academy using a voting ballot box.
- On Wednesday, September 16th, a team of 3 people (2 members of the office team and the Board Secretary) will count the votes and the new members will be notified. The results will be posted on our website and on our Facebook page.

If interested in serving, please submit the following application – Due Tuesday, September 8th by 3:30 pm (no exceptions).

I love being the HCA Leader,

Dr. Ann Marie Taylor
Executive Director/Principal
Horse Creek Academy Public Charter School

BOARD MEMBER APPLICATION

Thank you for your consideration of serving as a Board member for Horse Creek Academy Charter School. Please find some general information about our school and this position below.

I. General Description

At Horse Creek Academy, our mission is to create an innovative and challenging learning environment that teaches the whole learner through the pillars of flexibility, connection, and service. Students, staff, teachers, and parents will be encouraged to lead by example through their positive impact on and service to each other, their school and their community.

Horse Creek Academy is a non-profit foundation, run by the Board of Directors, given the authority to run a charter school in the state of SC. The Board of directors is responsible for the governance, policy and overall financial health of the school. They are also directly responsible for the HCA Executive Director.

Regular meetings of the Board are held on the 4th Tuesday of each month. Special meetings may be called by the Chairperson of the Board whenever deemed necessary. No action of the Board is official unless taken at a regular or special meeting. Board Members have authority to govern the school as a group and have no authority to act as individuals. All meetings of the Board are open to the public. An agenda will be sent to each member prior to the board meeting with member input so that each meeting runs smoothly.

Robert's Rules of Order is used in conducting the business of the Board. Decorum and respect are vital to the success of our meetings. All Board actions are recorded in the minutes as the official permanent record of the Board.

II. Qualifications

- A. Be an advocate of public education in SC, and the charter school role in the public education system.
- B. Be a resident of SC
- C. Have experience and/or a skill set that adds value to the work of the Board.
- D. Have a desire to be an active Board member in a non-profit organization.
- E. Be a team member who can provide solutions and a positive attitude.

III. Responsibilities

- A. Set up, review and revise (as necessary) the policies of the school
- B. Uphold the school mission and by-laws
- C. Work with the school administration to support their day to day operation of the school
- D. Designate the job responsibilities of the Executive Director
- E. Attend Board meetings with little interruption and school functions where appropriate/available.
- F. Oversee and ensure fiscal responsibility in the operation of the school.
- G. Initiate and create long range (5 year) planning for financials and operations.
- H. Hire the executive director and approve the hiring of other school personnel as recommended by the executive director.
- I. Serve on board subcommittee(s) needed for the operation of the school.

IV. General information

- A. Per current bylaws, Board members will serve a 2-year term, and may be reelected for subsequent terms.
- B. Applications will be reviewed by Board Members and the Executive Director. In lieu of an Open House (due to Covid restrictions), nominees will be do a brief Facebook Live interview with our Executive Director for our school community so the candidates can be introduced to the families properly. Elections will occur at HCA on Sept 15th, 2020, 7am-7pm.

Application for HCA Board Member for 2020-2021 School Year

I. General Information

Name _____ Phone _____ Email _____

Address _____ City _____ ZIP _____

Business _____ Business phone _____

Education/Degree: _____ School _____

Professional Organization Memberships: _____

Children (Name/Age, School Attending/Attended): _____

Write a brief statement about your vision for an ideal educational environment:

What does servant/collaborative leadership mean to you:

Why do you wish to serve on the HCA Board:

List experiences and skillsets that you have/have had to prepare you to serve on this board:

****Please attach a photo of yourself along with your resume' or listing of work/volunteer history.****
Answers to the above can also be attached if additional space is needed.

Please list three (non-Board member) references who could be contacted (Name/Relationship/Phone or Email):

NOTE: All Board member candidates will be subject to a background check prior to selection.