



Mountain View Campus
310 Easy Str.
Mountain View, CA 94043
Tel 650 254 0748

Berkeley Campus
1581 Le Roy Ave.
Berkeley, CA 94708
Tel 510 558 0436

San Francisco Campus
Funston Ave., Bldgs. 4 & 8
San Francisco, CA 94129
Tel 650 254 0748

Fax 650 254 0749
Email office@gissv.org
Web www.gissv.org



Who is the GISSV Board?

Elected by its society, the Board legally represents GISSV, while also establishing the strategic direction for the school. The Board consists of nine members, each of whom is elected to serve a term of three years. Members of the Board can be elected for up to three three-year terms with a two-year break in services after the second term. The GISSV Board holds regular meetings to perform its duties as specified in the GISSV by-laws and in accordance with the Board-adopted Business Rules and Code of Conduct.

Organizational matters are regulated and approved by the GISSV Board in coordination with the principal. On behalf of the GISSV Board, the School Principal is responsible for the daily management of the school.

Key Board Responsibilities:

- Ensure financial stability by adopting sound and balanced budgets and monitoring revenues and expenditures;
- Commit time and resources;
- “Steer the ship” by provide strategic direction, hiring senior staff (such as Head of school), listening to our community then sifting through what we hear;
- Represent the school;
- Development & Fundraising;
- Reliability;
- Communicating to the community;
- Long-term facilities.

Qualifications

Almost all Society Members are eligible to run. All GISSV families are Society Members by paying your “Society Membership Fee” at enrollment.

- Exceptions: the GISSV principal, teachers, employees and their immediate relatives including spouses. The spouse of a current Board member unless the current Board member is leaving the Board.



PA Representatives, or their spouses, can run for the Board, but the PA Representative must resign from the PA immediately after they, or their spouse, is elected.

Be able to fulfill the Board Member Expectations (below)

Have passion for GISSV, it's mission, and long-term sustainability.

We are looking for candidates, who are committed and enthusiastic about serving on the board. Candidates do not need a professional background in any area, but a strong interest is mandatory. The following skills would complement the current Board:

- Accounting and financial
- Facilities management
- Understanding of local government
- Fund raising/Development
- Experience serving on non-profit boards
- Connections to Industry and potential donors in the USA, Germany, and other countries
- Commercial Real Estate
- Human Resources/Personnel
- PR/Marketing/Communication

Board Member Expectations

Commitment to a 3-year term

Financial commitment: participation in Annual Fund (amount not specified)

Be able to separate "parent" needs from "whole school" needs

Follow the [Board Code of Conduct](#) (found on GISSV.org)

Participate in meetings

- Attend monthly Board meetings and other committee meetings
- Prepare
 - Share committee reports 48 hours before meetings, Committee chair prepares report or gets support from GISSV staff.
 - Review previous minutes before meetings so relevant questions can be asked.



Committee participation

- Jr (year 1 & 2): on 2 committees
- Sr: (year 3+) chair a committee

Passing on knowledge to new Board members (including committee roles)

Involvement in school development

Anticipated Time Commitment

- Committee work (1-5 hrs per month)
- Monthly meeting participation (3-5 hrs per month). Can be via web conferencing when necessary, but in person is best.
- Strategic contemplation (2+ hrs per month)

Committees

Committees discuss concerns in more detail, often working with administration staff, then bring recommendations to the whole Board that will sometimes require a vote. They may request support from parents who are not on the Board as long as the parent is willing to sign a non-disclosure agreement and the Board agrees. Committees change as needed.

The current committees are as follows:

- **Finance** – Chaired by Treasurer, the Finance Committee oversees the monthly balance sheet, financial projections, and the annual budget.
- **Development** – Fundraising, Marketing and Communication of the school, and Enrollment. Oversees the Annual Fund. Determines other fundraising needs. Works closely with Director of Development on staff as well as Finance, Site Acquisition, Buildings, and Risk Management committees.
- **Site Acquisition – SF & MV** – Works toward securing short-term and long-term facilities.
- **Buildings & Grounds – Berkeley** – Monitoring and advocating for facility needs at permanent or long-term campuses.
- **Risk Management** – Legal, insurance and human resource concerns are addressed here.
- **CAIS** – Works with teaching and leadership staff to ensure renewal of California Association of Independent Schools certification.
- **Election** – Oversees annual Board election.

