



Dominican Sisters OF SIN SINAWA

Statement on Directors' Responsibilities for Dominican Sisters of Sinsinawa Sponsored Schools

The Board of Directors holds a unique responsibility for fiduciary oversight, policy governance, and fidelity to the school's mission and values. The implementation of board decisions is appropriately the responsibility of the school president, with the board ultimately holding the leadership responsible for management of day-to-day activities.

In support of these important roles, each director/trustee is expected to:

- Demonstrate a deep appreciation for the school's unique mission, vision, identity, and values as a Dominican Sisters of Sinsinawa Catholic institution.
- Recognize the delegated responsibility granted to the Sponsors Council by the Corporate Members of the Dominican Sisters of Sinsinawa.
- Devote the time, energy, and enthusiasm necessary to fulfill the responsibilities of directorship/trusteeship.
- Attend board meetings as stipulated in school bylaws.
- Participate in a standing committee of the board as requested by the chair, and attend in person or through other means 75% of those committee meetings.
- Prepare for and participate actively in board and committee meetings.
- Agree to, sign, and observe the school's Conflict of Interest policy.
- Agree to, sign, and observe the school's Confidentiality policy.
- Avoid requesting special personal favors that may put members of the school community in difficult ethical situations (for example, employment or purchasing decisions, or student academic or disciplinary matters).
- Recognize the collegial nature of school governance and observe the difference between governance (the role of the Board of Directors) and management (the role of the President, Principal and members of the school community).
- Contribute to annual giving and special campaigns.
- Identify and cultivate prospective donors and solicit gifts (when appropriate).
- Observe the duty to not comment to the media on behalf of the board (the role of the Chair) or the school (the role of the president).
- Observe the duty to not comment or post on social media regarding school issues.
- View the needs of the entire school, not any one program, and act with the best interests of the whole school in mind.

- Support the consensus of the board after fully exercising the responsibility to debate and disagree.
- Respect the confidentiality of board deliberations, particularly in personnel matters.

I, _____ (*print name*),
have read the above **Statement on Directors' Responsibilities**, understand its terms and
my responsibilities as a member of the Board of Directors.

Signature of Director

Date



Dominican Sisters OF SIN SINAWA

Dominican Sisters of Sinsinawa Sponsored Schools Confidentiality Agreement

- I. **Purpose.** The purpose of this Confidentiality Agreement is to protect the mission and viability of our school. Board Members encounter sensitive information; therefore, it is very important to refrain from disclosing any information concerning board and/or committee proceedings.
- II. **Confidential Information.** All documents and discussions containing confidential information should never be shared or released outside board and/or committee meetings. Confidential information includes, but is not limited to, the following:
 1. All school financial information
 2. Constituents
 - a. School personnel
 - b. Students and their families
 3. School policies / initiatives prior to public announcement
- III. **Terms.** By signing this Confidentiality Agreement, you agree to the highest ethical standards and to abide by the following provisions:
 1. I understand that as a director/trustee and/or committee member of the board, I have a duty to keep information confidential throughout my term of service.
 2. I understand that my failure to abide by the terms of this Confidentiality Agreement may result in my removal from the board and/or committee.

I, _____ (print name), have read the above Confidentiality Agreement and understand its terms and my responsibilities as a member of the Board of Directors and/or Committee.

Signature of Director /Committee Member

Date

