

POLICY NUMBER	POLICY SERIES			
1010	1000: BOARD of DIRECTORS	Effective Date: 04/26/06	REVISION DATE: 09/23/08 10/20/09 1/14/13 11/14/2022	Page: 1 of 2
Subject:		Duties		

Policy Purpose: This policy outlines the specific duties of the Board of Directors.

Policy Information:

- 1010.1** All of the business and affairs of Applewood Christian School shall be conducted, managed, and administered by the Board of Directors according to the by-laws and the Articles of Incorporation of Applewood Christian School including but not limited to:
- 1010.1.1** Call or contract qualified teachers.
 - 1010.1.2** Contract for all employed personnel, contract for repairs and supplies.
 - 1010.1.3** Rent or lease property
 - 1010.1.4** Acquire, sell, transfer, convey, mortgage, and pledge all real and personal property necessary to conduct the business of Applewood Christian School.
 - 1010.1.5** Do all other things necessary to carry out the purpose of Applewood Christian School.
- 1010.2** The authority to buy, sell, or otherwise deal with real or personal property belonging to Applewood Christian School or any part thereof shall be vested in the Board of Directors.
- 1010.3** Consisting of not less than three members, the Board of Directors will elect new members to the board by majority vote.
- 1010.4** The exact number of board members will be decided from time-to-time by a majority vote of the Board of Directors.
- 1010.5** The Board of Directors will annually elect from its own members the offices of president, secretary, and treasurer by majority vote.
- 1010.6** The Board of Directors shall prepare the operating budget and lease agreements.
- 1010.7** The Board of Directors shall appoint or elect all necessary committees.

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- 1010.8** The treasurer shall remit for review at each board meeting, support for each disbursement made during the time frame of the financial statements being presented. Another board member shall inspect the support, along with the bank statement, to ensure that all support is included and appropriate to align with the purpose of the school and then sign and date the bank statement.
- 1010.9** The Board of Directors shall follow and uphold the guidelines of the Bylaws and the Articles of Incorporation of Applewood Christian School.
- 1010.10** Board Members shall not act independently of the board. Official decisions of the board can be arrived only at constituted board meetings. An individual board member does not have the independent authority to speak for the board and should make no out-of-meeting commitments unless directed to do so on behalf of the board.
- 1010.11** Board of Directors shall have publicly published a non-discriminatory statement.

Signed by: _____

Board President: Date: 11/14/22Board Secretary: Date: 11/14/2022