



北京顺义国际学校
INTERNATIONAL SCHOOL OF BEIJING

ISB Association of Parents Parent Application for Membership of Board Standing Committees

Please return your application to Pam Rickard, Assistant to the Board of Trustees, c/o
Head of School's Office or email it to policyclerk@isb.bj.edu.cn
Deadline: Wednesday September 17th, 2008

The ISB Board of Trustees is seeking parent volunteers to serve as standing committee members for the Futures, Resources and Trustee Development Standing Committees for the SY 2008-2009. The Board is looking for individuals who can bring some expertise, work towards consensus, commit to monthly attendance and be constructively supportive of the committee, the Board and the School. Following receipt of applications, each Committee Chair will submit and recommend the names of their parent standing committee member candidates to the full Board for final approval (as per Board Policy #2.502)

Please select a Board Committee (see description of committees below)

Futures Resources
 Trustee Development

Name: _____

Address: _____

Home Telephone #: _____ Office Telephone #: _____

Fax #: _____

Email Contact: _____

Occupation: _____

Employer: _____

Names of Children at ISB: _____ Grades: _____

Date Arrived in Beijing and Expected Length of Stay: _____

Board Standing Committees are organized to aid the Board in accomplishing its annual and strategic goals. They are organized for one school year only and are dissolved at the end of the school year. The Board believes that wide representation from the community will help in guiding ISB to meet the needs of as many of our families as possible and therefore seeks to include representation from the community including parent and faculty representatives on its committees. However Board committees must also remain efficient and able to reach consensus. Therefore, the size and structure of each committee is determined by the committee Chair who is responsible for leading the work of the committee. Committee Chairs recommend standing committee members from the parent community and the final approval is given by the full Board.

Standing Committee members will bring to the committee the balance of experience and knowledge needed to effectively carry out the committee's work. In the monthly meeting, reports related to the committee's work will be presented by the administration, policy and related issues will be discussed. Issues requiring Executive session (closed) discussion will be denoted by the Chair who may request that the discussion be limited to Board members and essential admin only, other standing committee member(s) may be asked to withdraw from the discussion. No votes will be taken in committee. Recommendations will be reached by consensus and submitted to the full Board for consideration and voting.

Board Function:

Futures Committee

Resources Committee

Trustee Development

Useful knowledge/skills/experience:

Political, demographic and economic development in China; research and analysis, visionary thinking

Contract negotiations;

Construction; Security;

Budgeting; Banking ; Accounting; Taxation

Human Resources

School Board experience

Given the committee choice you made above, please indicate previous experience, skills or special knowledge you may have related to that committee's work.

Education background:

Work Experience:

Volunteer Experience and/or Outside Interests:

The Board Standing Committees for SY 2008-2009

Board standing committees are organized annually in a way that is most effective in aiding the Board in achieving its goals. The three Board goals for 2008/09 are:

- #1 Ensure the implementation of the Strategic Plan
- #2 Endorse, utilize and further develop the ISB Map of the Future to identify critical issues for consideration in the Strategic Planning process
- #3 Enhance the efforts for sustainability at ISB by:
 - i.) strengthening faculty and administration recruitment, development and retention to ensure the continuity of quality education at the school
 - ii.) strengthening trustee recruitment, development and retention to ensure continuity of leadership on the Board
 - iii) strengthening resource sustainability in areas of finance, development, facilities and the environment

Committee goals will be discussed at the first meetings in September and approved by the Board at the end of the month.

Futures committee - utilize the ISB map of the Future to identify critical issues for consideration in the Strategic Planning process; support the Head of School with the implementation of the Roadmap to Greatness, the School's Strategic Plan. *The first meeting will be Thursday September 4th 6-8pm in the Board Room. Other meeting dates will be posted on the web-site.*

Resources committee - monitor the School's financial and HR operations; recommend tuition and fee schedules; monitor auditing and debt obligations; ensure that the School is fiscally responsible; oversee School construction and maintenance projects, including related budgets and audits; and broadly explore long range facility options for the School. *The first meeting will be September 8th 7:30-9am in the Board Room. Other meeting dates will be posted on the web-site.*

Trustee Development committee - plan for and support sustainable Board leadership; enhance understanding of the Board's purpose and functionality; facilitate both the Board self-assessment process and the Head of School's evaluation process. *Meeting dates will be posted on the web-site.*