



Northern Dauphin Christian School

Application for Board of Directors

This application should be filled out in its entirety and returned to the board Chair.

Personal Background

Name: _____ Date: _____

Address: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____

From a legal liability perspective, have you ever been convicted of a crime? Yes No

If yes, please explain: _____

Spouse's Name: _____

Spouse's Occupation: _____

Spouse's Employer: _____

Names and ages of children: _____

Name of school(s) your children attend(ed): _____

Education

College/University	Degree(s)

Employment

Employer: _____ Years employed: _____

Current position: _____

Brief description of job duties: _____

Feel free to type or write your responses to the following questions on a separate page.

1. Read over the NDCS Statement of Faith (attached). Do you agree fully with each of the positions? Yes No If not, explain any exceptions.
2. Have you read the NDCS Board Covenant and are you willing to sign the document in agreement? Yes No
3. What church do you currently attend? Are you a member?
4. What church activities or ministry(ies) are you involved in?
5. Why do you want to be on the Board?
6. What talents, gifts or areas of expertise would you bring to the Board?
7. Are you aware of any potential conflicts of interest that may exist if you were to be on the Board?
8. Please provide contact information for three character references (at least one should be a pastor/elder from your church).

Once your application is received by the board, the board will prayerfully consider your candidacy and, if appropriate, schedule a formal interview.

Thank you for your time in submitting this application.

Steve Blayer
Chair

Northern Dauphin Christian School



Northern Dauphin Christian School

Application for Board of Directors

Candidate background portion for Association review and vote

Candidate Name: _____

Relationship to School: _____

Candidate biography: (Please briefly summarize your life story. Be sure to include work and volunteer experiences which would impact your effectiveness a board member.)

Christian Testimony: Please share your personal testimony. Include a description of how your Christian worldview impacts your daily personal and professional life.

Northern Dauphin Christian School

Board of Directors – Board Covenant

The following code of conduct is to be reviewed by the board annually, with each board member committing in writing to abide by such code. The board members will endeavor to hold each other accountable to such commitment in a spirit of full grace and full truth.

1. Knowing that a vibrant, healthy relationship with Jesus Christ is essential for fruitful results, and that I have little to offer outside of Him, I will trust Him and actively nurture my relationship with Him, and encourage others to do likewise.
2. Fundamental to effective leadership is personal humility and commitment to excellence. As a board member, I will demonstrate humility by being submissive, transparent, trusting, and teachable, and demonstrate excellence by being assertive, bold, determined and committed to the highest external standards for the school, the board and myself.
3. Individual board members do not have authority. Only the board, acting as a whole, has authority. I agree that as a board member I will not make personal promises nor take any action that may compromise the board. I understand that outside the board room I am a volunteer with no authority unless granted specific authority by the board for specific purpose. I will communicate such limit of authority where helpful or necessary.
4. In order to more effectively fulfill my duties as an informed board member, I will take reasonable opportunity to be personally involved school activities.
5. Conduct of a board member is very important. I agree to avoid words and actions that create a negative impression on an individual, the board, or the school. In an effort to find a better way together as a board, and knowing that my perspective is useful and incomplete, I will encourage debate and differing points of view, and will do so with care and respect.
6. I recognize that decisions are made by a majority vote. I will respect, and even encourage, the right of other board members to express and have opinions and ideas that differ from my own. Once the board makes a decision, I will be in unity with the board, supporting such decision, and being an advocate for the position of the board.
7. The last stop, not the first, will be the board. I agree to follow the chain of command and insist that others do the same. While the board is eager to listen to its constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue. If issues brought to my attention are a board concern, I will notify the board chair for inclusion of such items on a board meeting agenda.
8. I understand that as a board member I have the right to call a special meeting if I feel an issue or topic cannot wait until the next regular board meeting. Two board members must together call a special meeting and provide two-day's notice to the board and Head of School with an agenda.

9. It is not the board's responsibility to administer the school. I will carry out my responsibility, together with my fellow board members, to see that the school as clearly articulated mission, vision, strategic goals and outcome objectives, is evaluated relative to achieving such, and has necessary plans to improve performance year over year.

10. Understanding that the board has responsibility to promptly address individual issues that hinder the board's effectiveness or present a risk to the school, I will respectfully raise such issues as I am aware of them.

11. The board chair or specifically authorized designee will be the official spokesperson for the board.

12. Board meetings are for decision-making, action and votes. Board discussions should be appropriately concise and pertinent to the issue, while being collaborative.

13. Surprises to the board or to the Head of School will be the exception. I agree to ask the board chair or the Head of School to place an item on the agenda instead of bringing it up unexpectedly at the meeting. If I, as a board member, need more information or have questions regarding an upcoming topic, I will notify either the Head of School or the board Chair prior to the meeting.

14. I will hold confidential all matters pertaining to the school which, if disclosed, might needlessly harm individuals or the school. In all other matters, I will use good judgement and only disseminate information which I know to be true, which is available for public knowledge, and is helpful to those whom I disclose such information.

15. I will use God-given discretion in deciding what matters can be shared with my spouse so as to cultivate and maintain an important partnership relationship with my spouse. Matters pertaining to personnel and other matters of sensitive nature should not be shared outside of board meetings.

16. I will prepare for each board meeting by reviewing the agenda, minutes of past meetings and other materials ahead of time so as to make informed decisions and support the effective use of the board's time during the meeting.

17. I will avoid the appearance of sexual immorality and remain above reproach by choosing to hold one-on-one meetings with a member of the opposite sex who is a fellow board member, the Head of School, a staff member, or a parent at the school during normal business hours. If a one-on-one meeting occurs, I will notify a third party.

Annual Commitment to Abide by the Above Code of Conduct:

Board member name (please print):

Signed: _____ Date: _____

Northern Dauphin Christian School

Board of Directors Annual Affirmation of Service Contract

I will commit to praying for Northern Dauphin Christian School, my fellow Board of Directors, our Chief Executive Officer, teachers/staff, students and their families.

I will continue to fully support the mission, vision, core value statements and guiding principles of Northern Dauphin Christian School.

I understand Board membership requires my time and talents throughout the year, including but not limited to: attendance at monthly Board meetings, Association meeting, annual retreat, our annual Silent Auction and Banquet, and graduation ceremony and any necessary preparations; participation in training sessions and sub committees as needed; and any other tasks that may be required of me to ensure that the school operates smoothly. I understand that I am expected to attend these meetings and events unless I give the Chairman of the Board notice of my absence for good cause.

I intend to contribute financially to NDCS as I am able during the year and will help open doors to family and friends who may be interested in contributing.

I am able to fully support, without any reservations, the Northern Dauphin Christian School leadership. As this pertains to our school, I give my full support to the Board Chairman and Chief Executive Officer, as well as my fellow Board members.

I have reviewed, signed, and intend to comply with our Board conflict of interest policy. I am attaching information on any potential conflict of interest that has not been previously disclosed to the Secretary of the board.

During the year, if anything should occur that would not allow me to keep these intentions of being a positive contributor to our board, I will take the initiative to talk to the officers about a voluntary resignation in order to allow another to serve who is able to meet these common expectations of all board members.

_____ I am able to affirm all the above items and look forward to continued service on the Northern Dauphin Christian School Board of Directors.

_____ Given my current circumstances, I am unable to affirm all the above, and request that the board accept my resignation effective and seek a replacement who can meet all the expectations of board members.

Signed: _____ Date: _____

Please return your copy to the board secretary before your new term begins.