



# BOARD MEMBER JOB DESCRIPTION

## About

The Street Academy Foundation is the nonprofit fiscal agent for the Oakland Emiliano Zapata Street Academy (OEZSA), a high school accredited by the Western Association Schools and Colleges. The 50 year old high school provides an Oakland Unified School District diploma.

## Authority and Responsibility

The Board of Directors is the legal authority for the Street Academy foundation, the fiscal agent and governing body for OEZSA.

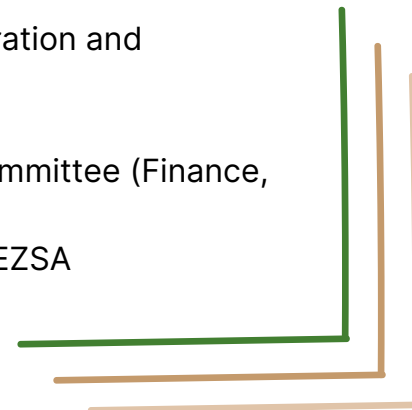
As member of the Board, a director acts in a position of trust for the community and is responsible for effective governance of the organization.

## Term

Directors are chosen by a vote of the Board and serve a three-year term. They may be re-elected for additional terms.

## Qualification/Skills/ Requirements

- Passion for and commitment to serving students and teachers
- Alignment with school vision and philosophy and commitment to the work of the organization
- Knowledge and skills - or willingness to learn - in one or more areas of growth for the school, including policy, finance, programs, personnel, curriculum and instruction, education / CA Education Code, and non-profit law, and maintaining community relationships
- A time commitment of approximately 3-5 hours/month for preparation and meeting/committee time
- Commitment to attending monthly board meetings
- Willingness to serve on and actively participate in at least one committee (Finance, Academic, Student Discipline, Fundraising, Outreach)
- Understanding and public support of the services provided by OEZSA
- Be aware of and abstain from any conflict of interest





Street  
Academy  
Foundation

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## Major Duties of the Board

- Govern OEZSA in adherence to by-laws and by the broad policies developed by the board.
- Establish and review/update mission statement
- Advance the mission of OEZSA by guiding, directing, ensuring adequate resources
- Select Principal/Executive Director – hire and set compensation, support and review their performance.
- Maintain relationship with Oakland Unified School District in accordance with Memo of Understanding (MOU) and to ensure renewal of MOU
- Manage resources effectively to ensure adequate resources; be accountable to the funders for the services provided; fund expenditures. Learn to read and interpret financial statements. Review and approve budget. Conduct annual audit.
- Monitor and evaluate the effectiveness of EZSA through a regular review of programs and services.
- Prepare for and participate in discussion and deliberations of the board.
- Actively participate in the academic and cultural life of OEZSA
- Enhance OEZA's public image and promote the program through community networking
- Be accountable and promote Board membership, seeking nominations for election to the Board
- Foster a positive working relationship with other Board members and EZSA staff.
- Serve as a "court of appeal" for issues of student discipline and/or staffing issues.

## Officers and their Roles

- President (Chair monthly meetings; Set agendas for monthly meetings in conjunction with ED),
- Vice-President(Support President, take over President duties when President is absent),
- Treasurer(budget management in close partnership with bookkeeping service; monthly financial statement reports to board, timely submittal of 990, development of annual report in conjunction with ED),
- Secretary (Keep minutes, manage/maintain SAF Board docs in adherence to law)