

DERRY DISCOVERY DAYS BOARD
DERRY PRESBYTERIAN CHURCH
Description of Board Role and Responsibilities

COMPOSITION OF THE BOARD:

The Derry Discovery Days Board will consist of the following members:

- Director of Christian Education
- Chairperson of the Nursery Sub-Committee,
- Five members at large, three of whom are members of Derry Church. At least one of the five members at-large must have a child in the Derry Discovery Days Program. A person under consideration for Board membership must be recommended by the Derry Discovery Board and approved by the Christian Education Committee which submits all Board memberships to the Session for approval.
- The Director of Derry Discovery Days (ex-officio) and Assistant Director.

The five members at-large will serve three-year rotating terms with a term beginning September 1 and concluding August 31. They may serve consecutive terms if one is a partial term of one to two years.

GENERAL FUNCTION:

1. To insure that the Derry Discovery Days program fulfills its mission by offering a value based enrichment program that provides young children with positive social, emotional, intellectual, and physical experiences in a safe and nurturing Christ-centered environment.
2. To develop and review policies directed to fulfillment of the program's stated mission.
3. To be responsible, in fulfillment of the program's mission, for approval of child management/discipline procedures, curriculum, child safety, and other relevant procedures.
4. To support the Director with situations that arise with the daily operation of the program including issues with families and program personnel.
5. To develop an annual budget and to submit the budget for approval to the Christian Education Committee and to provide copies of the proposed budget to the Stewardship & Finance Committee. The Christian Education Committee will submit the budget to the Session for final approval.
6. To market the program and its mission to the church and community.
7. To train and orient new Board members.
8. To hold regular meetings and other meetings as needed and called by the Board Chair and/or the Director of Derry Discovery Days.
9. To appoint a Board member(s) to meet with the Personnel Committee regarding hiring, personnel issues, and status of the Derry Discovery Days program, as need arises.
10. To appoint a Board member(s) to meet with the Personnel Committee regarding hiring and other personnel issues and to report on the status of Derry Discovery Days as requested by the Personnel Committee.
11. To establish fees for registration and tuition on an annual basis.
12. To annually review and update the *Parent Handbook*.
13. To review recommended changes to the Job (Position) Descriptions for all staff positions and approve if agreed upon.

14. To provide information as requested and appropriate to the Director of Christian Education in the performance evaluation of the Director of the Derry Discovery Days program.
15. To participate in the development of and approval of Long Range Planning for the Derry Discovery Days program and to recommend adoption of a long range plan to the Christian Education Committee and to the Session.

Revised
November 3, 2014