



AMERICAN UNITED SCHOOL  
KUWAIT

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# School Advisory Board (SAB)

## Policy Manual / Procedural Guidelines

### American United School



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### **SCHOOL ADVISORY BOARD PURPOSE**

The objective of the School Advisory Board (SAB) is to uphold the school vision and mission for the present and the future, work cooperatively and effectively with the AUS administration for the improvement of the school.

### **THE ROLE OF SCHOOL ADVISORY BOARD**

The role and duties of the SAB are to provide strategic guidance and support on the school's overall progress, to be an advocate for all students, and to be actively involved in the school improvement and accreditation process. THE SAB should always demonstrate diversity in discussion and unity in action.

### **SCHOOL ADVISORY BOARD MEMBERSHIP**

AUS Advisory Board can consist of fifteen to twenty members, some voting members elected and/or appointed by the school community, some serving ex officio, and others will be selected based on their affiliation and relationship with AUS. The Members will be nominated and elected for 2 years terms (effective after the 1st two year board has been appointed).

#### ➤ VOTING MEMBERS:

- The board consists of the following voting members:
  - The President of PTSO - (Parent Teacher Student Organization)
  - Corporate Stakeholders Representative (s)
  - 1 representative from The American Embassy
  - The Presidents of both the Middle School Student Council & the High School Student Council
  - Parents from Elementary, Middle School and High School
  - ES Teacher Representative and Alternate
  - MS Teacher Representative and Alternate
  - HS Teacher Representative and Alternate
  - Secretary
- The SAB Chairperson, elected by eligible voters as defined and described in Section 4.

#### ➤ NON-VOTING MEMBERS:

- AUS Director
- Associate Directors
- ES Principal
- MS Principal
- HS Principal
- Assistant Principal- Elementary



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- Assistant Principal- Middle School

### **BOARD ATTENDANCE**

- The Director is generally required to attend and participate in all open, special, and executive sessions, meetings, activities and discussions held by the Board, unless her/his presence is not recommended by the Chairperson
- The Student Representative attends and participates in open regular meetings and discussions of the Board. He/she does not attend special or executive sessions unless specifically requested to do so by the Board.
- The Teacher Representative attends and participates in open regular meetings and discussions of the Board. He/she does not attend special or executive sessions unless specifically requested to do so by the Board.

It is the moral obligation of each Board member to regularly attend Board meetings and participate in Board activities. The Chairperson has the responsibility to personally contact a Board member who misses two meetings to remind them of this obligation. A Board member who misses 3 or more scheduled meetings on the approved annual Board calendar may be subject to removal.

### **SELECTION OF ELECTED MEMBERS**

- Only AUS Parents are eligible to run and vote in an election organized by the Board during the final quarter of the academic year, subject to the following conditions:
  - The Board will publicize the elections and provide the School community timely information needed to have a valid election
  - The information must include a description of the duties, responsibilities, and commitment associated with serving on the Board.
  - To run for election a potential candidate must be nominated and seconded by an eligible voter.
  - Failure to comply with any of the above requirements will result in an invalid election.
  - The candidates receiving the most votes in a valid election will be declared the winners. All candidates will be immediately informed of the results, and the School's community will be notified. Upon notification, candidates must accept or decline within 24 hours.
  - The Board has the right to make a determination on all items not covered by current election policy in the best interest of the School and the School Advisory Board.



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## **TENURE OF BOARD MEMBERS**

- The Board shall endeavor to ensure that there is a continuity of Board membership from one academic year to the next and that a majority of Board members serve a two (2) year term.
- The tenure of the voting members and Board officers is for a period of two (2) years, with the following exceptions:
  - Voting members who have served as elected representatives may be re-elected or subsequently appointed to serve an additional two (2) year term or terms, but may not serve more than six (6) years in total
  - Voting members who have been appointed may be re-appointed at the end of the two (2) year period to serve an additional two (2) year term or terms, but may not serve more than six (6) years in total
  - After tenure as SAB Chairperson, this individual may be elected or appointed to serve an additional two (2) year term or terms, but may not serve more than six (6) years in total, including the tenure as SAB Chairperson.
  - The Board reserves the right to re-appoint elected or appointed members who have not reached their six (6) year term limit for only one year when necessary, in order to preserve Board continuity, or for any reason deemed to be in the best interest of the School.
- In the event an elected member resigns or is otherwise unable to complete his/her term, the position will be filled by appointment. The length of the appointment will coincide with the amount of time remaining in the term of the elected member who is replaced.

## **BOARD MEMBERS AND THEIR ROLES**

### ➤ BOARD OFFICERS

All Board officers serve upon the approval of the Board. The normal tenure for an officer is two (2) year, but an officer may be re-elected by the Board to serve additional terms. Ideally, the majority of the Board officers will have spent at least one (1) year as a voting member of the Board prior to serving as a Board officer. Elections will normally be held at the last scheduled Board meeting of the academic year. If an officer vacancy occurs prior to this time, an election will be held no later than the next Board meeting. Board officers hold no special executive authority except for the roles described below:

#### 1. CHAIRPERSON

The Chairperson is elected by the Board. The Chairperson is the administrative leader of the Board and, as such, carries primary responsibility for the effectiveness of the Board. The specific duties of the Chairperson include the following:



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- Set agendas for the Board meetings with the Director
- Call & preside at all legal sessions of the Board
- Oversee the organization of Board training, planning, and development sessions
- Ensure that the Board's work is carried out on schedule
- Build and maintain a positive Board-Director relationship
- Ensure the integrity of the Board decision-making process

#### **2. VICE-CHAIR**

The Vice-Chair will be elected by the Board upon the recommendation of the Chairperson, and has a full voting privileges. The Vice-Board will perform all duties of the Chairperson in the Chairperson's absence. Other duties of the Vice-Chair will be negotiated between the Chairperson and Vice-Chair.

#### **3. PUBLIC RELATIONS LIAISON**

The Public Relation Liaison will be elected by the Board upon recommendation of the Chairperson and has full voting privileges. The Public Relation Liaison is responsible to:

- Create SAB Newsletter
- Develop and provide ideas for promoting AUS to school community & Kuwait

#### **4. SECRETARY**

The Secretary will be elected by the Board upon recommendation of the Chairperson and has full voting privileges. The Secretary is responsible to:

- Oversee the keeping of an accurate and historical record of Board legal sessions to be presented in the form of minutes
- Take minutes for executive and special sessions of the Board
- Review minutes from sessions of the Board and make necessary corrections before they are presented to the entire Board
- Coordinate Board communications and outreach in cooperation with the Board Chairperson
- Update the Board information on the website
- Check the Advisory Board email regularly, and take necessary actions in coordination with the Chairperson and the Director



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#### **SAB AREAS OF RESPONSIBILITIES**

The designated areas of responsibility for the Board as decided by the School Governance are:

- Development and Implementation of the AUS Strategic Plan
- Instructional Programs
- Educational Resources
- Allocation of Resources to Achieve Educational goals.
- Transportation
- Safety and Security
- Food and Nutrition
- Make recommendations on policy matters relating to facilities, logistics, and administrative support.
- Recommends programs and practices that ensure a quality educational system.
- Support the development of the School's Improvement Plan and Accreditation Process
- Advise on school level issues related to curriculum, practices and policies.

#### **BOARD COMMITTEES**

- Strategic Planning Committee:  
To assist the school administration in developing, executing, assessing and, as necessary, modifying the school's strategy for long-term growth.
- School Improvement and Accreditation Committee  
To improve the school's overall quality by providing recommendations and ideas to the School Administration, and to support the school in achieving compliance with the accreditation standards.
- Facilities Committee  
To make recommendations to the School Administration for facilities improvement, and the committee will also raise, discuss and monitor individual building maintenance concerns.
- Marketing and Public Relations Committee  
The committee is concerned with the School's standing, promotion, and relationships with its public audiences, including other schools, the community and the government.
- Nominating Committee  
The committee takes applications and reviews candidates who want to be members of the Advisory Board. They recommend a slate of candidates.
- Emergency Committee



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Responsible for making procedures to be followed in case of emergency school conditions/closure

- Ad Hoc Policy & Procedure Review Committee  
This committee shall be formed annually to review the board by general policies, and operating procedures. The committee shall be comprised of board membership. Any changes to policy, procedure, or policy or procedure must be presented to the board for approval.

## **BOARD MEMBER PROTOCOL**

- BOARD MEMBER CONFLICTS OF INTEREST

To avoid conflicts of interest or the appearance of conflicts of interest:

- Members of the School Personnel (full time, part time and contract), their spouses and immediate family members may not serve as a voting member of the Board
- No members of the same family may serve as a voting member on the Board simultaneously
- A Board member may not take part in any policy decision or discussion that specifically involves in any way the immediate family of the Board member
- No Board member or his/her family members are eligible to profit financially from Board membership
- Board members and candidates for the Board are required to inform all voting members of the Board immediately in writing of any business association or any other association that they have or intend to have with the School that may lead directly or indirectly, to a material advantage for that Board member or candidate.
- Any Board member who learns of a conflict of interest must immediately report to all voting members of the Board.
- In certain circumstances where a business association with the Board member is deemed beneficial to the School, the Board may approve as long as it can be provided that there is no financial gain to that Board member.
- If a potential conflict of interest arises, the Board will require the member to:
  - Eliminate the potential cause of the conflict;
  - Leave Board meetings during discussions and voting on issues related to the organization, business or individual with whom the member has an association; or
  - Resign from the Board





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#### ➤ DISCUSSION OF INDIVIDUAL STUDENTS

The Board recognizes that a Student's relationship with the School is primary with his Teachers, Principal, and the Director. The details of an individual Student's education is not the business of the Board.

### **BOARD CODE OF ETHICS**

A Board's code of ethics determines the level of integrity of the Board. Major infractions of this code of ethics can result in the removal of a Board member.

As prescribed in this code of ethics, each individual Board member:

- Should ask questions, seek information, and participate in discussions to allow them to make an informed decision;
- Should never seek to impose a personal agenda on the Board;
- Must always respect the confidentiality of Board discussions;
- Must guard against any conflict of interest, whether personal or business;
- Should disclose anything which could be construed as a conflict of interest;
- Should take special care to separate the interests of the School from those of a Student attending the School;
- Should take special care to separate the interests of the School from those of a particular interest group;
- Should publicly support the Director and Board and demonstrate that support within the School community;
- Should request permission to place a concern on the meeting agenda so that it can be dealt with openly, honestly, and democratically by the entire board;
- Should deal with other Board members in a respectful manner;
- Must abide by the policies outlined in this Policy manual;
- Must work within the legal framework of the School and Kuwait.

### **INTERNAL & EXTERNAL BOARD COMMUNICATION**

- All Board members have an equal voice and vote in Board decisions. Whenever possible internal Board communication should be relegated to Board sessions and committee meetings with recorded meeting minutes.
- Email may be used in between meetings for the purpose of preparing committee recommendations or reports.
- The Director is the official spokesperson for the School, and the Board Chair Person is the official spokesperson for the Board. When speaking in an official capacity, it is both the Director's and the Chair Person's responsibility to represent only the Board's approved policies, consensus, decisions, and actions.



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- When making public statements to individuals or groups in the School community, all Board members must refrain from expressing personal opinions on Board issues, and at all times uphold the integrity and unity of the Board and observe the School's policy on Communications and Public Information
- Individual Board members are not authorized to discuss School or Board issues with the media/press or with outside organizations without prior authorization from the Director and/or the Board.

### **BOARD MEETINGS AND OPERATIONS**

- BOARD MEETINGS
  - The School Advisory Board shall meet a minimum of 4 times per year, October through May.
  - The scheduled dates and times for these meetings will be agreed on by the members at the 1st meeting of the SAB each school year.
  - Additional meetings may be scheduled as needed in coordination with all board members.
  - A schedule of meetings will be posted on the AUS website.
  - Meeting agendas will be sent electronically prior to each meeting to all members and meeting minutes will be distributed after each meeting.