



www.MilesAheadCharter.org

Board Member Role Description - Human Resources/Personnel

Miles Ahead Charter School (MACS) is a tuition-free, public K-3 school that will be opening in Fall 2022 in the South Cobb County area of Metro Atlanta. MACS' mission is to provide all students with the social and academic achievements needed to help them realize their potential for local and global impact. MACS is looking to add the expertise of a Human Resources/Personnel professional on its governing board.

Goal of Human Resources/Personnel Focused Board Member: Lead the Board in vision and execution of all human resources and personnel policies for school administration, teachers and staff members.

Responsibilities:

- Aid in creating and reviewing personnel policies for MACS staff, including administration and teachers.
- Participate in interview process for staff members, as well as to help in recruitment efforts
- Review and draft all legal personnel documents, including but not limited to staffing/hiring contracts, personnel policies and procedures, benefits and insurance management, vendor contractor contracts
- Support implementation of policies and procedures when/if personnel issues and/or conflicts arise
- Partner with MACS Legal team to ensure staff members are adhering to policies and the integrity of MACS is protected

Areas of Experience:

- HR/Personnel experience, plus if for a non-profit or K-12 school
- Familiarity with personnel policy writing and implementation
- Industry Knowledge (human resources, benefits, personnel management)
- Network of Industry Partners and Vendors
- Strategic planning

- Strong facilitation skills
- Previous governance experience
- Serving English language learners, gifted/talented and special education communities

Ideal Board Candidate:

- Commits to the annual “give or get” campaign set by Board.
- Passionate about and aligned with the mission and vision of MACS.
- Committed to being an advocate for the entire student population of MACS.
- Dedicated to expanding the range of high-quality public schools in Georgia.
- Advocates for MACS to the local community, regional philanthropists and/ or the business sector.
- Willing to dedicate time to support the growth and development of MACS.
- Enjoys and works well with collaborative groups.
- Experience leading or serving on high-performing organizations or teams.
- Has strong interpersonal skills.
- Able to maintain a level of objectivity and a sense of humor.
- Attend monthly board meetings (2 hours on a designated Saturday) as well as attend monthly assigned committee meetings (1 hour per month)
- **Total Time Commitment:** 5-10 hours per month (including meetings and assigned tasks)
- **ALL BOARD MEMBERS MUST RESIDE IN GEORGIA**

Interested in serving on the MACS Board of Directors?

Reach out to Board Chair, **Aarica Smith** at MilesAheadBoard@gmail.com or **Kolt Bloxson** at infoformilesahead@gmail.com detailing the following in your email:

1. Little about yourself
2. Why you are interested in serving with Miles Ahead
3. Details of your experience and capacity you would like to serve

We will be in contact with you to schedule a call to learn more about your interest.