

**BROTHERS OF THE CHRISTIAN SCHOOLS  
DE LA SALLE INSTITUTE**

**DIRECTOR, BOARD FORMATION**

**Job Title:** Director, Board Formation

**Department:** Office of Education

**Classification:** Exempt

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**PRIMARY PURPOSE OF POSITION:**

The Director of Board Formation in the District of San Francisco New Orleans Office of Education provides services and consultation for schools and works of the District through programs provided by De La Salle Institute in the areas of governance and leadership.

**MAJOR DUTIES OF POSITION:**

**Lasallian Education Corporation (LEC) Trustee**

- Reviews recommendations and revision of LEC policies;
- Reviews/provides information to LEC Trustees regarding school resolutions per LEC bylaws and reserve powers (e.g. approval of president, changes to ENDS policies, etc.);
- Coordinates implementation with school Boards of any changes in Reserve powers or policies by LEC, including the reappointment of Presidents with approval of new employment agreements;
- Manages meeting administration
  - Oversees LEC Executive Assistant in the preparation of the agenda, meeting packet and all aspects of meeting administration such as hospitality and Zoom arrangements;
  - Oversees LEC Executive Assistant in the action items implementation following each meeting;
  - Attends all LEC meetings.
- Provides consultation to the Lasallian Education Corporation regarding Board requests, resolutions, and issues pertaining to Policy Governance, and is available to LEC members as needed.

**Policy Governance Training and Consultation**

- Coordinates up to four Board Development workshops annually for all board nominees seeking appointment by the Lasallian Education Corporation, including personally facilitating the three sessions at Mont La Salle while also ensuring the successful implementation of the New Orleans area workshop;
  - Oversees LEC Executive Assistant in the preparation of the agenda, meeting packet and all aspects of meeting administration such as hospitality and Zoom arrangements;
  - Oversees LEC Executive Assistant in the action items implementation following each meeting;
- Coordinates all aspects of the meetings of the Association of Board Chairs in November and June;
  - Oversees LEC Executive Assistant in the preparation of the agenda, meeting packet and all aspects of meeting administration such as hospitality and Zoom arrangements;
  - Oversees LEC Executive Assistant in the action items implementation following each meeting;

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- Oversees the LEC Executive Assistant in the ongoing virtual and in-person training and support provided to the board recording secretaries;
- Coordinates and facilitates local workshops/presentations relative to ongoing training of Policy Governance, including attendance (in-person or virtual) at Board meetings throughout the school year as requested;
- Provides consultation to Boards, Board Chairs and/or CEO's in governance practices including policy development, policy handbook utilization, monitoring of executive limitations, and other areas.
- Provides consultation and training to other Lasallian schools outside of the District as requested.

**Board Chair and Vice-Chair Accompaniment**

- Provides virtual and/or in-person orientation for new Board Chairs and Vice-Chairs;
- Remains in ongoing contact throughout the Chair's tenure.

**Resource Development**

- Develops print and media resources and tools for boards and board chairs relative to their governance needs.
- Works with Boards of Trustees to implement the annual CEO Evaluation including responding to questions regarding employment agreements.
- Works with Boards of Trustees to implement the annual Board Performance Evaluation.
- Works with colleagues in the Office of Education to assure boards are properly equipped with Lasallian formation resources and opportunities to assure proper board-owner linkage.
- Develops resources to assist boards in the recruitment of new trustees and Board Chairs.
- Promotes healthy board governance practices of the De La Salle Christian Brothers to outside audiences through publications and presentations.

**Other**

- Serves as a school Trustee as requested and within reason given other commitments;
- Serve on CEO search committees as requested and within reason given other commitments;
- Participates in various mission-formation activities as appropriate, including but not limited to: Office of Education team meetings, and District and Regional formation programs and events;
- Participates and encourages others to participate in the International Policy Governance Association annual convention.
- Officially represents the District as deemed appropriate by the Visitor or the Director of the Office of Education, e.g. dinners, ceremonies, etc.
- Performs other duties as assigned by the Brother Visitor or his designee.

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**KNOWLEDGE AND SKILL REQUIREMENTS:**

- Working knowledge of Zoom, Word, Excel, Outlook, PowerPoint

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Practicing Catholic
- Advanced degree
- At least five years experience in Lasallian education as a leader
- Prior experience as a Trustee
- Working knowledge of policy governance
- Demonstrated knowledge of contemporary Lasallian and Catholic Church documents and teachings
- Strong adult educational skills
- Exceptional listening skills
- Comfort building relationships across varying contexts and settings
- A self-starter and life-long learner
- Ability to influence and advocate
- A team player with a sense of humor

**PHYSICAL DEMANDS:**

- Ability to spend considerable time sitting at a computer, manual dexterity for keyboarding
- Standing for considerable time (presentations)
- Ability to travel

**SUPERVISOR:**

Director, Office of Education

**EMPLOYEES SUPERVISED/# OF EMPLOYEES:**

N/A