



Laura U. Herman, Ed.D., Headmaster
Matthew C. Winheim, Deputy Headmaster
Brandy Price, Assistant Headmaster
Lisa Rubin, Assistant Headmaster

38060 20th Street West
Palmdale, CA 93550
(661) 273-3680
www.tpaa.org

Board of Directors Duties and Responsibilities

Board Directors for the Palmdale Aerospace Academy provide an invaluable service to the Academy. TPAA's Directors come from a variety of backgrounds, and bring many levels of expertise to their work on the Board. The Board values diversity, and looks for expertise in curriculum, instruction, assessment, finance, business management, special education, law, facilities, and governance.

All Board Directors serve in the following ways:

- Consistently attend regular Board of Director's meetings
- Participate in fund-raising activities in a manner appropriate for that Board Director
- Participate in the annual Board planning meeting
- Prepare in advance before regular Board meetings by reading and studying materials sent in advance regarding key actions the Board is expected to take at the next meeting

Members of the Board of Directors may also attend special events and participate in professional development activities, as appropriate.

In accordance with The Palmdale Aerospace Academy, Inc.'s approved Bylaws, all Board Directors shall

- Act in good faith in what they believe to be in the best interests of the organization
- Act with care, including reasonable inquiry, as an ordinarily prudent person would use in similar circumstances
- Act as a member of the group, and as a group:
 - Exercise fiduciary role to ensure that the organization is properly managed but not manage the organization
 - Validate information from the Headmaster
 - Maintain corporate status; ensure that proper paperwork is submitted to governmental agencies
 - Approve the annual budget
 - Review periodic financial reports
 - Ensure proper internal controls are in place
 - Establish a mission and program direction for the organization
 - Review and evaluate program plan and progress
 - Set policy
 - Elect officers
 - Hire Headmaster and review performance of same
 - Establish fundraising goals and participate in fundraising efforts
 - Oversee maintenance of minutes, attendance records, and deal with Board Directors who have lapsed in responsibilities