

## BOARD OF TRUSTEES APPLICATION

**Overview:** Membership in the German International School New York Board of Trustees ([www.gisny.org](http://www.gisny.org) – Board of Trustees) is an opportunity to provide service to our school, both in terms of time, expertise and/or financial contribution<sup>1</sup>. Beyond supporting and shaping the overall strategy of the school, Trustees engage in ongoing and project-specific service in and outside of specific committees to further strengthen GIS academically, financially and socially.

**Time Commitment & Expectations of Membership:** Trustees should expect to spend, at a minimum, 10 hours per month fulfilling service responsibilities but must be prepared to dedicate up to 20 to 30 hours depending on the needs of the school. This is particularly true of Trustees in committee leadership positions. Trustees are not compensated financially for the significant time and resources they commit, but enjoy the satisfaction of knowing their contributions help sustain GIS and support our school's outstanding student outcomes and long-term institutional financial stability.

It is expected that each Trustee understands and supports GIS' mission, vision, and values; acts in good faith at all times and in the best interests of the school in a non-partisan manner; prepares diligently, attends faithfully, and participates constructively in all Board of Trustees meetings and related activities; actively contributes to the work of the Board and Committees; participates regularly at events that are integral parts of the life of the GIS community; discloses promptly and fully any potential or actual conflicts of interest in accordance with the Board's conflict of interest policies; personally maintains exemplary ethical standards; advocates GIS' interests and extends goodwill to one another and to all members of the GIS community.

**Background Reading:** All applicants should read and understand GIS' Mission (<http://www.gisny.org/>), the By-Laws of the Corporation and the Handbook for German Schools Abroad aka "Handbuch für das deutsche Auslandsschulwesen" (available upon request from GIS), the NY Attorney General's Responsibilities of Directors of Not-for-Profit Corporations<sup>2</sup>, the NYSAIS Manual for Evaluation and Accreditation – Section Two "Governance"<sup>3</sup> and NYSAIS School Governance – Underlying Principles<sup>4</sup>.

**Are you a fit?** If you believe you are a good fit to serve our school as Trustee, we thank you for your interest and look forward to receiving your completed application in the form attached. Inclusion of a resume is highly appreciated. Additional materials you perceive as relevant are welcomed<sup>5</sup>.

**Other Ways to Get Involved:** Serving as Trustee exceeds the time commitment you are prepared to make? Please contact the Board to find other ways you can get involved as a volunteer serving GIS. Our school warmly welcomes volunteers and donors of all kind to support our ongoing work and special projects. We thank you for your support!

*"No one has ever become poor by giving" – Anne Frank, Diary of Anne Frank.*

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<sup>1</sup> As of FY'14-15, the minimum financial donation is limited to a tax-deductible contribution of \$1,000.00 to the Friends of German School New York. In addition, Trustees actively support the Board's Committees' work, support fundraising efforts by the school and make GIS a top philanthropic priority to the very best of their personal ability.

<sup>2</sup> <http://www.charitiesnys.com/pdfs/Right%20From%20the%20Start%20Final.pdf>

<sup>3</sup> [http://www.nysais.org/uploaded/Accreditation/NYSAIS\\_Manual\\_for\\_Evaluation\\_and\\_Accreditation\\_Version\\_3.1\\_%28updated\\_July\\_2014%29.pdf](http://www.nysais.org/uploaded/Accreditation/NYSAIS_Manual_for_Evaluation_and_Accreditation_Version_3.1_%28updated_July_2014%29.pdf)

<sup>4</sup> <http://www.nysais.org/page.cfm?p=3171>

<sup>5</sup> Conflict of Interest & Background Screening: Ensuring that all persons associated with the GIS Board of Trustees are of the highest integrity is vital to our ability to serve the school, to the long-term success of GIS and to GIS' reputation in the communities we serve. To comply with these policies, all Board members will be required to complete a Conflict of Interest Disclosure Statement to help identify any potential, perceived, or actual conflicts of interest. Potential conflicts do not necessarily disqualify an applicant. GIS also reserves the right to process an online background screening process.



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Name: [ ]

Address: [ ]

### APPLICANT'S MOTIVATION ("Why do I want to join the Board of Trustees?"):

Personal statement (For the candidacy, views/perspectives on GISNY (strategy, current status), other):

- [ ]
- [ ]
- [ ]

### APPLICANT'S GOALS ("What do I want to achieve as a Board of Trustee?")

Service and Contribution as a Trustee (committee work, fundraising goals, other):

- [ ]
- [ ]
- [ ]

### APPLICANT'S BACKGROUND:

Relevant Professional Employment History:

- Present: [ role ] at [ employer ]
- Prior: [ role ] at [ employer ]
- Prior: [ role ] at [ employer ]

Educational Background:

- [ degree ] at [ institution ]
- [ degree ] at [ institution ]

Languages Spoken:

- [English], [German], [Other]

Relevant Experience & Abilities (other board experience, charity work, fundraising experience, et al):

- [ ]
- [ ]

Personal Relationship to GIS (alumni, parent family, prior Trustee, other):

- [ ]

I have read in full this application, understand the role of the GIS Board of Trustees and commit to meet the obligations and fulfil the expectations of a Trustee in service to GIS.

Name & Date: \_\_\_\_\_