

Concord Christian Academy

Board Member Policy

I. Purpose

The purpose of this policy is to define the qualifications, responsibilities, nomination and selection process, code of conduct, and ongoing expectations for members of the Board of Trustees of Concord Christian Academy, a Christ-centered educational institution committed to the spiritual and academic formation of students in accordance with the mission and vision of the school.

II. Qualifications for Board Membership

All prospective and current board members must meet the following qualifications:

a. Confessing Believer in Jesus Christ

Must have a personal relationship with Jesus Christ and demonstrate spiritual maturity and a growing faith. Must affirm the Statement of Faith of CCA.

b. Member in Good Standing of a Local Church

Actively involved in a local Christian church. Affirmed as a member in good standing by their church leadership.

c. Christlike Character and Conduct

Demonstrates integrity, humility, and the fruit of the Spirit (Galatians 5:22-23). Models godly behavior in personal life, family, work, and church community.

d. Commitment to the School's Mission and Vision

Fully aligns with and supports the school's mission, vision, core values, and educational philosophy. Willing to advocate for the school and represent it faithfully.

e. Spiritual and Personal Maturity

Exercises sound judgment, emotional intelligence, and self-control. Open to accountability and able to engage in constructive dialogue and prayerful decision-making.

f. Leadership and Governance Skills

Demonstrates leadership experience in church, education, business, or nonprofit sectors. Able to think strategically, understand organizational structures, and work collaboratively on a governing board.

g. No Conflicts of Interest

Must not have any financial or personal interest that conflicts with the integrity of the school or its governance. Conflict of interest include but are not limited to:



- Investment interests in organizations benefiting from board decisions.
- Serving as a current employee or coach, or being the spouse, child, or parent of a current employee or coach, which compromises governance oversight.
- Holding a leadership position (e.g., administrator or teacher) at another school with competing interests.
- Participation in movements or organizations contrary to the biblical values upheld by the school.

Any potential conflict of interest must be disclosed and may be cause for disqualification.

III. Code of Conduct for Board Members

All board members are expected to:

a. Honor Confidentiality

Maintain the confidentiality of sensitive board discussions and school matters.

b. Uphold Unity

Support board decisions once made, even if they were not in the majority. Avoid divisiveness or undermining decisions in public or private.

c. Serve with Humility

Approach board service as an act of Christian stewardship, not for personal influence or status.

d. Support the Head of School

Provide oversight and accountability but refrain from micromanaging operational decisions.

e. Pray and Participate

Commit to praying regularly for the school, its leaders, and families. Attend scheduled board meetings and school events as appropriate.

IV. Board Member Nomination and Selection Process

a. Nomination

Potential candidates may be submitted to the Nominating Committee by current board members or other members of the CCA community (e.g., parents, staff, etc.).

A nomination form outlining the candidate's qualifications, church affiliation, and personal testimony must be submitted to the Nominating Committee.

b. Vetting

The Board Nominating Committee shall vet all candidates, including an interview, review of qualifications, reference checks, and signed affirmation of the Statement of Faith and Code



of Conduct. Upon completion of the vetting process, the Nominating Committee will make a recommendation to the Board on presenting the candidate to the CCA community for review.

c. Community Review

Approved candidates will be presented to the school community for a 30-day comment and prayerful review period. Community members may submit written feedback.

d. Final Vote

After the review period, the board will vote. A simple majority is required for approval.

V. Term of Service and Reappointment

Board members serve an initial term of not more than three (3) years, after which they are eligible to serve one additional three-year term, followed by four additional one-year terms (for a maximum consecutive term of ten years). Any reappointment beyond the initial term must be approved by a majority vote of the board (excluding that member).

A minimum one-year sabbatical is required should a member wish to re-enter the Nominating Committee process after completing all terms outlined above.

VI. Board Training and Development

All board members must complete an initial onboarding/orientation session within three months of appointment and participate in annual workshops covering topics like Biblical governance, strategic planning, Christian worldview, and financial stewardship.

VII. Attendance and Participation

Board members are expected to attend all scheduled meetings. Missing more than three consecutive meetings annually without cause may result in dismissal.

Members are expected to actively serve on at least one subcommittee.

VIII. Board Evaluation and Accountability

The board will conduct an annual self-evaluation. Members may be asked to step down due to lack of participation or failure to uphold qualifications or conduct expectations.

IX. Policy Amendments

This policy may be amended by a two-thirds vote of the full board. All changes must be consistent with the school's Statement of Faith and core values.