

# Thea Bowman Leadership Academy

## Position Description: Board of Trustees Member

**Position Title:** Board of Trustees Member

**Reports To:** Board Chairperson

**Location:** Thea Bowman Leadership Academy, Gary, Indiana

**Status:** Volunteer (Unpaid Governance Role)

**Term:** As determined by the school's governing bylaws

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## Position Overview

The Board of Trustees of Thea Bowman Leadership Academy (TBLA) provides strategic leadership and oversight to ensure the success of the school's mission to educate, inspire, and empower scholars for academic excellence, moral integrity, and community leadership. Trustees act collectively to govern the school, ensuring compliance with applicable laws and charter requirements, sound fiscal management, and continuous improvement in scholar achievement.

Board service is a volunteer, nonpartisan public trust. Members must act ethically, independently, and in the best interests of TBLA and the families it serves.

## Essential Duties and Responsibilities

- Uphold and advance the mission, vision, and values of Thea Bowman Leadership Academy.
- Establish, adopt, and monitor strategic and academic goals consistent with state and charter performance standards.
- Review and approve budgets, financial reports, major expenditures, and contracts to ensure fiscal integrity.
- Hire, evaluate, and support the Superintendent/School Leader.  
Ensure compliance with all state and federal laws, charter authorizer expectations, and accreditation standards.
- Oversee academic performance metrics, ensuring continuous improvement and scholar success.
- Serve as a visible ambassador of the school, building relationships with families, businesses, and community partners.
- Attend regular and special board meetings, and participate in assigned committees.  
Maintain confidentiality, comply with open meeting requirements, and avoid conflicts of interest.
- Participate in training, retreats, and governance development sessions to strengthen board effectiveness.

## Eligibility and Qualifications

In accordance with **Indiana Code (I.C.)** and the **Constitution of the State of Indiana**, the following qualifications apply:

### Basic Eligibility

- Must have **resided within Lake County, IN** or **currently employed in the county** for at least **one (1) year** before appointment.
- Must be at least **twenty-one (21) years of age**. (I.C. 20-26-4-9)
- **Property ownership** is *not* a qualification for service. (I.C. 20-26-4-10)

### Disqualifications

A person may not serve or run for a school board position if:

- They hold more than one **lucrative office** at a time. (Indiana Constitution, Article 2, Section 9; I.C. 3-8-1-3)
- They have **offered or accepted a bribe, threat, or reward** to procure election. (Article 2, Section 6, Indiana Constitution)
- They have been **convicted of a felony**, pled guilty, or nolo contendere to a felony. (I.C. 5-8-3)
- They have been **removed from public office** under Article 7, Sections 11 or 13 of the Indiana Constitution.
- They are **active-duty military** prohibited from candidacy by the U.S. Department of Defense.
- They are subject to the **Little Hatch Act (5 U.S.C. 1502)** or **Hatch Act (5 U.S.C. 7321–7326)** and would violate either by serving.
- They are a **nonjudicial court employee** prohibited from political candidacy under Rule 4.6 of the Indiana Code of Judicial Conduct.
- They are **currently employed** by Thea Bowman Leadership Academy or another school corporation as a teacher or noncertified employee. (I.C. 20-26-4-11)

### Preferred Skills and Attributes

- Commitment to educational excellence, equity, and student-centered governance.
- Ethical judgment, transparency, and professionalism.
- Financial and policy literacy with understanding of public education systems.
- Strong interpersonal and communication skills.
- Capacity for strategic planning and long-term thinking.
- Willingness to learn, collaborate, and engage in community outreach.

### Commitment

Board members agree to:

- Attend all scheduled meetings and retreats.
- Serve on committees as assigned.
- Review materials prior to meetings and actively contribute to discussions.
- Maintain confidentiality of sensitive information.
- Adhere to ethical standards, open meeting laws, and board bylaws.

## Application Timeline

- **Applications Open:** Now through **December 8, 2025**
- **Interviews Begin:** **December 10, 2025**
- **Successful Candidates Notified By:** **December 21, 2025**
- **New Board of Trustees Sworn In:** During a **Special Session** by **January 10, 2026**

## Application Process

Interested and eligible individuals should submit:

- A **statement of interest** outlining commitment to TBLA's mission and community.
- A **résumé or biography** highlighting relevant experience and civic involvement.
- **Proof of residency and/or Employment in Lake County.**

Completed applications must be submitted to the TBLA Board of Trustees by **December 8, 2025**.

For questions or submissions, contact: Getina Williams, Director of Human Resources,  
gwilliams@theabowmanacademy.org

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# **Attachment A: Board Member Expectations Agreement**

As a member of the **Thea Bowman Leadership Academy Board of Trustees**, I recognize that my role is one of governance, oversight, and advocacy—not day-to-day management. In accepting this appointment or elected position, I commit to the following expectations:

## **1. Mission Commitment**

I will actively support and uphold the mission, vision, and values of Thea Bowman Leadership Academy and act in the best interest of its scholars and community.

## **2. Ethical Conduct**

I will:

- Avoid conflicts of interest and disclose any potential conflicts immediately.
- Maintain confidentiality of nonpublic information.
- Uphold integrity, transparency, and accountability in all board actions.
- Avoid any political or personal activities that could compromise the board's impartiality.

## **3. Attendance and Participation**

I will:

- Attend at least 75% of scheduled board and committee meetings annually.
- Review all agenda materials in advance and participate constructively in discussions.
- Notify the Board Chair or Secretary in advance if unable to attend a meeting.

## **4. Governance and Oversight**

I will:

- Support board decisions once made, even if I personally disagreed during deliberation.
- Refrain from interfering in daily administrative operations or personnel matters.
- Use my position to promote TBLA's mission and reputation in the community.

## 5. Development and Training

I will participate in board development, training, and evaluation activities to strengthen my understanding of governance, finance, and academic accountability.

## 6. Fiduciary Duty

I accept my responsibility to act with:

- **Duty of Care** – by making informed decisions.
- **Duty of Loyalty** – by prioritizing the interests of the school.
- **Duty of Obedience** – by ensuring adherence to applicable laws and the school's charter.

## 7. Community Representation

I will serve as an ambassador for Thea Bowman Leadership Academy, helping build strong community relationships, partnerships, and stakeholder trust.

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### Acknowledgment and Signature

I have read, understand, and agree to abide by the expectations outlined in this agreement as a condition of my service on the Thea Bowman Leadership Academy Board of Trustees.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_