



January 2018

ISL Governing Council's membership outline

Mission:

The Association “International School of Latvia” (ISL) is a non-profit organization with all revenues expended in pursuit of its academic objectives. The school is founded by the Association and funded mostly by tuition, registration fees, grants and aid-in-kind assistance from governments, diplomatic and business communities. The school is regulated by Latvian Law and Articles of Association.

According to the Articles, the supervisory institution of the Association is the Council, which is composed of seven voting members elected for three years from among the members of the Association and 1 non-voting member, appointed by the US Ambassador in Latvia. The Council represents the interests of Association members, takes all strategic decisions, ensures the school acts in compliance with its mission, vision and values, approves all ISL’s policies and supervises the work of the Director.

Primary responsibilities of the Council are to ensure:

- Education for the students;
- Constructive work environment for the school personnel;
- Facilities for the operation of the school;
- Financial leadership;
- Policies by which the school operates;
- Effective Leadership of the school through delegation of operations to and support of the Director.

Three Governing Council’s Committees:

1. The **Finance Committee** guides the financial policy of the School, reviews continuously the financial affairs of the Association and makes financial recommendations to the Director.
2. **The Buildings and Grounds Committee** provides guidance in all matters relating to the physical plant and equipment of the School.
3. The purpose of **the Governance Committee** includes Policy Development, School Governance, Strategic and Marketing planning.

Obligations of Council members²:

1. Regularly attend monthly Governing Council meetings, committee meetings and trainings;
2. Act in an integrated partnership internally and with the school’s Director;
3. Strive for the ultimate good of the International School of Latvia;
4. Endorse ISL, its administration, faculty and staff and the community;
5. Respect the confidentiality of the Governing Council's decisions;
6. Be in compliance with all ISL regulations;
7. Serve as a role model for ISL values, mission and vision.

¹ Applicants must be current on all fees and other payments. No employee of the School or the spouse of an employee shall be eligible.

² Council’s responsibilities cannot be delegated.

Desired qualifications and skills of candidates:

1. Fluency in English³
2. Professional skills and experience related to the 3 permanent Committees (Governance, Buildings & Grounds, Finance)
3. Due to skills being lost from outgoing members, experience in the following fields would be of particular benefit: finance, strategic planning, communications
4. Experience working in team environments
5. Commitment to participate in monthly work of the Governing Council⁴ and more frequent Committee meetings and other occasions requesting ISL Council's presence⁴

If you considering applying, you are cordially invited to a Q&A session on February 9 at 8-45 @ ISL.

Please feel free to contact any of the current Governing Council members for any inquiries about Council's responsibilities.

Current members of the ISL Governing Council are:

- Hardija Vaivade, Chair of the Governing Council
- Avetik Avo Avetyan, Governance Committee
- Raimonds Dūda, Finance Committee, Buildings and Grounds Committee
- Charles Goodman, honorary non-voting member, Governance Committee
- Māra Gaveika Lielcepure, Finance Committee
- Marnix E. van Voorbergen, Buildings and Grounds Committee
- Stanislava Yankovskaya, Governance Committee

**Responsibilities of Council Candidates:**

Members of the Council are elected at the MGM by the members of the Association. The ISL Board (Director) will announce the date of the MGM and election of Council members at least six weeks before the date of the MGM. Individuals, who wish to stand for election, must submit an ISL Council application form certifying that they are eligible to be a Council member and do not have any obstacles which prevents them from serving along with current CV/Resume in English and Reference Letter and a three minute presentation or video at least three weeks prior to the MGM. This acknowledgement also verifies that they understand and will abide by the responsibilities of the Council and the individual responsibilities of a Council member as detailed in the ISL policies.

³ All the meetings and documents are conducted in English.

⁴ ISL Council and Committees mostly meet on workdays and usual work hours.

This information will be made available to the community and distributed to all members of the Association through email at least two weeks prior to the MGM. In addition, candidates will be required to introduce themselves at MGM and comment on the presentation or video.

Council Election Procedures:

Members of the Council shall be elected at the MGM for a period of 3 (three) years. In case the term of office of the Council member exceeds three years, but the MGM has not made a decision on re-election of the Council, the Council member continues to fulfill his/her obligations until the next MGM. In case the Council member leaves before its term expires, a new Council member is elected at the next MGM.

Elections shall be by secret ballot at the MGM. Two impartial members, appointed by the Chairperson of the MGM, shall count the votes. Members of the Association vote for one or more candidates up to the maximum number of vacancies being contested during the election. Ballots with more candidates checked than the number of vacancies shall be declared invalid.

Proxy voting is allowed. Persons who desire to vote by proxy must complete a ballot with selection of their desired candidate(s) identified and return the ballot to the school before the MGM takes place. Individuals voting by proxy must sign a register and designate the individual who will serve as proxy at the MGM. Proxy ballots will be sealed until the MGM. Proxy votes will be presented by the person who holds the proxy at the MGM and counted along with votes cast at the MGM.

The three candidates who receive the most votes are elected to the Council subject to the maximum number of members of the Council stated in the Articles. Tie-votes will be decided by a second vote at the MGM for those candidates only and the candidate who obtains the majority of votes is elected. Proxy votes are not allowed in the case of a tie vote at the MGM.

Results of the election and appointment of Council members will be announced at the MGM and posted on the website the next day following the MGM.

Key dates for the upcoming Election:

Jan 30 Upcoming election, Council membership outline and AGM date announced.

Feb 9 Optional meeting, held by the Council for candidates who desire more information about Council membership at 8:45 AM.

Feb 28 Candidate deadline to submit all required paperwork, including optional video, by 4:30 PM.

Mar 7 All eligible candidate information distributed to ISL community.

Mar 13 Option of proxy voting announced and ballots available at school reception.

Mar 20 Proxy voting closes at 4:30 PM

Mar 21 MGM convened at 6:00 PM, results announced.

Mar 22 Information about elections posted on the school website and letter to new Council members sent by the Council Chairperson