

# Council Election Information



*"We are an inclusive community learning for an ever changing world"*

## **ISL Governing Council Overview:**

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 and capital fees, grants and aid-in-kind assistance from governments, diplomatic and business communities. The school is regulated by Latvian Law and the Articles of Association. The Governing Council is composed of 7 voting members elected for a term of 3 years from among the members of the Association and one non-voting member, appointed by the U.S. Ambassador in Latvia. The Council represents the interests of Association members, takes strategic decisions, ensures the school acts in compliance with its mission, vision and values, approves all ISL's policies and searches for, supervises and collaborates with the Director. Council members receive no remuneration for their services.

## The primary responsibilities of the Governing Council are to ensure:

- the development, implementation and assessment of the strategic plan in line with the mission, vision, and core values of the school;
- effective leadership of the school through recruitment of the Director, delegation of operations to the Director as well as support and assessment of the Director;
- the ongoing well-being of the school, including but not limited to (a) a quality education for students, (b) a constructive work environment for school personnel, (c) appropriate facility infrastructure, (d) sound financial leadership and risk management, (e) the development and maintenance of suitable policies.

## Governing Council's Four Committees



The ***Buildings and Grounds Committee*** provides guidance in all matters relating to the physical plant and equipment of the school.



The ***Strategic Development Committee*** oversees matters connected with academic performance and strategic development.



The ***Finance & Business Committee*** guides the financial policy of the school and regularly reviews the financial affairs of the Association



The ***Governance Committee*** is responsible for matters relating to school governance, including developing policies.

## **Obligations of Governing Council Members:**

- Role model and act according to ISL's mission, vision, and core values;
- Abide by the Articles, policies, ISL procedures and regulations;
- Strive for the ultimate good of the International School of Latvia;
- Serve on the designated Committees;
- Attend all Council/committee meetings, trainings and retreats, as well as school events on behalf of the Council;
- Review provided materials prior to each meeting;
- Stay informed about the school's history, mission, current matters and concerns;
- Endorse and support ISL, its administration, faculty, staff and the community;
- Act in an integrated partnership with the school's Director;
- Respect the confidentiality of the Council's decisions;
- Be current on all financial obligations;
- Exercise rights only in good faith and maintain integrity (guard against conflict of interest and separate personal and school interests).

\*Council's responsibilities cannot be delegated.

## **Valuable Qualifications and Skills of Council Members:**

- Commitment to ISL vision, mission and values;
- Engagement with school life;
- Fluency in English;
- Previous or current leadership experience related to the work carried out by the four permanent Council Committees, and/or expertise in one or more of the following fields: technology, marketing, finance, law, human resources, government relations, strategic development, facilities, public relations;
- Analytical, communication and presentation skills;
- Experience working in a team environment;
- Effective interpersonal skills and emotional intelligence;
- Engagement and time commitment: on average 6-10 hours per month, plus 30 hours per year for special meetings. Each Council member is expected to attend every Council meeting in full, with minimal exceptions.
- Council members are elected for 3 years, and it is preferable that candidates plan to serve on the Council for the whole of this term, and at least 18-24 months.

More information on Council's work and goals can be found here <https://www.isl.edu.lv/governing-council>

### Next steps:

If you think you may be interested in joining the Council, we would be delighted to hear from you! Please contact [ISLcouncil@isl.edu.lv](mailto:ISLcouncil@isl.edu.lv) for more information on how to apply. The existing Council members will be more than happy to share their experiences with you and answer any questions you may have; a special Q&A session on Zoom will also be held in the week of February 15 - 19. The final application deadline is March 5, 2021 and elections will be held at the Annual General Meeting on March 25, 2021.

We look forward to working with you!

The ISL Council

