

Dear Applicant,

Thank you for your interest in becoming a Board Member. Volunteering at CCA is a key component to assuring a great education at CCA. Serving on the Board is a rewarding way to contribute to CCA.

The CCA School Board will hold board elections for the 2011 – 2012 school year the week of **October 25**. Board participation is a great way to contribute to the education of the students.

This year there are two seats up for election. These seats are parent seats. Parent seats are open to those who have students attending CCA. All candidates with students will run against each other. The two with the most votes will join the CCA School Board.

While board membership is a volunteer position, it by its very nature requires a time commitment. Listed below are some activities you can expect to participate in while serving as a Board Member. It is estimated that a Board Member will need to spend six or more hours per month on board activities.

- Attend meetings every fourth Wednesday at 5:30 pm. (the agenda will generally take a good part of the evening depending on the agenda)
- Attend work sessions (for items that are too lengthy to include in the monthly meeting) and emergency meetings.
- Head up a Board appointed committee and report on activities monthly.
- Attend retreats and conferences. These are usually held on Thursday and Friday or Friday and Saturday.
- New board members are required to attend the Colorado League of Charter School Conference. This is a two day conference.
- Have knowledge of the charter, contract, by-laws, policies, and procedures and board member agreement for CCA and RE3-J.
- Have knowledge of the Core Knowledge curriculum and why CCA uses it.
- Have general knowledge of CCA's budget.
- Additional duties may be required if the member is an officer
- Assist in the general upkeep of CCA.

As a Board Member you will wear many hats. The above list only highlights some of the duties. The attached by-laws and member agreement provide a more detailed explanation of the Board Member's responsibilities.

We invite fresh new ideas to CCA's Board of Directors. If you believe you have the time and energy to commit to the Board, we look forward to receiving your completed application. **Applications are due October 4 no later than 4:00 p.m.** Keep in mind that we will provide a copy of each application to the voters later that week. Please assure that you use ink and write clearly as this will be the information the voters will use to make their choice. We will not be able to make changes once it is copied so it is very important that you write clearly and in ink.

If you have any questions, please feel free to contact Linda Beckel at 303-732-4818.

Sincerely,

The CCA Board of Directors