



To: Members of the Vienna International School Association (VISA)
From: VISA Electoral Committee
Date: September 12, 2018

Duties and Responsibilities of VIS Board Members

- Members of the Board are expected to attend monthly Board meetings, generally held on Mondays from 18.30-21.30 (some of which may alternatively be afternoon meetings);
- To serve on one or more standing or ad hoc committees, which also meet at the school on a monthly basis, either at lunchtime (e.g. Finance Committee, Site Committee) or the Policy Committee as needed.
- The Board has additional standing committees and some ad hoc committees (set up as needs require) to allow for more detailed discussion on major issues than can be undertaken during regular monthly Board meetings. These committees provide reports to the full Board for consideration. So every Board member will be involved in one monthly Committee meeting.
- The Board also meets twice a year for extra or special Board meetings (average).
- Board members also take turns in attending the monthly "Meet the Director" sessions (generally Fridays, 08.45-09.30, in the Secondary Aula)
- All Board members attend the following annual events:
Annual General Assembly, Graduation Ceremony, End-of-the-Year Celebration (evening, one Friday in June)
- In addition, there is a regular full-day Strategic Retreat (a Saturday in October), and other meetings yet to be decided. Options are several 1/2 day meetings or more regular shorter meetings (to be discussed by the Board). The need of these meetings is again to allow for more detailed discussion on major issues than can be undertaken during regular monthly Board meetings.



- The Board meets informally once or twice between Board meetings (for breakfast or lunch on Fridays) to discuss items to suggest to the Director to include on the regular Board meeting agenda and/or to identify further information needed in preparation for Board meetings.

Please do not hesitate to contact the members of the Electoral Committee for further information at:

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