



WESTGATE CHILD CENTER

1613 GREAT FALLS STREET Suite 101 A * MCLEAN * VIRGINIA 22101
(703) 893 - 6372 * Fax: (703) 821 – 2026 * www.westgatechildcenter.com

Board of Directors Information Packet

Thank you for your interest in joining the Westgate Board of Directors!

Westgate Child Center (Center) is a [501\(c\)\(3\)](#) non-profit pre-school and day care center. Pursuant to Westgate's Bylaws, Westgate is required to have a volunteer Board of Directors (Board). The Board is made up of parent and non-parent representatives who are tasked with the management of Westgate's business and financial decisions, property interests, and maintaining the future of Westgate.

Board of Director Requirements

The following requirements apply for Directors:

- Each Director serves a three-year term.
- Director terms follow the Westgate fiscal year from September 1 – August 31st.
- Directors may not serve more than two consecutive three-year terms.
- Directors are not permitted to be compensated for their time as a Director.
- All Directors are expected to attend all Board meetings.
- Directors must pass a background check(s) prior to admission onto the Board.

Board Member Responsibilities

Westgate's Board is responsible for the control and management of the business and affairs, property and interests of the Center, and shall make all major and significant legal, tax, and financial decisions. In addition, the Board is responsible for hiring and oversight of the Center Director.

Be Familiar with our Mission and Bylaws

- Support Westgate's mission, goals, and programs.
- Understand and adhere to Westgate's bylaws and policies.
- Actively participate in Board meetings and projects, as further described below.
- Attend activities and events sponsored by Westgate, whenever possible.

Active Participation and Communication

- Prepare for and actively participate in Westgate's monthly Board meetings.
- Ask timely and substantive questions at Board meetings consistent with personal, conscience, convictions, and ethics, while supporting the majority decision on issues decided by the Board.
- Maintain active communication with fellow Board members and staff to ensure completion of projects and to facilitate decision making of the Board.
- Maintain confidentiality of the Board's discussions.
- Only speak as a Westgate Board representative when authorized to do so.
- Suggest agenda items for Board meetings to ensure that significant policy-related matters are addressed.



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Provide Strategic Guidance

- Participate in periodic strategic planning discussions to assess Westgate's strengths and make informed recommendations for improvement or future investments.
- Suggest possible nominees to the Board who can make significant contributions to the work of the Board and the progress of Westgate.

Ensure Fiscal Stability of Westgate

- Exercise sound fiscal practices.
- Faithfully read and understand Westgate's budgets and other financial statements and otherwise help the board fulfill its fiduciary responsibility.
- Support investments to achieve Westgate's goals by allowing the Center Director to make necessary adjustments once the budget has been approved.
- Participate in review of the Treasurer's or Center Director's recommendations for Westgate's annual budget to ensure it is consistent with and will help achieve Westgate's vision, mission and planned activities.
- Assist with timely response and completion of Westgate's 990 form as requested by the Accountant or other relevant party.

Avoid Conflicts

- Avoid conflicts by serving Westgate as a whole, rather than serving personal interests.
- Avoid even the appearance of a conflict of interest that might compromise the Board.
- Respect the opinions of the other Directors. Simply because Directors do not agree on an approach does not mean the other members are not acting within their responsibilities.
- Complete the conflict-of-interest disclosure and confidentiality statement annually.

Board of Director Meetings

The Board must hold at least 9 board meetings per year. Board meetings are not open to the public. Meetings are usually scheduled at the end of the prior board meeting and dates/times are selected based on the majority availability by the Board. Special Board meetings, based on emergencies or other issues, may be held at any time.

All Directors are expected to attend all Board meetings. Whether the meetings are in-person or are virtual, the Board will make every effort to make meetings accessible via telephone and/or video conference so that Directors have different options that will allow them to participate. Accordingly, we ask all Directors to make their best efforts to attend every meeting.

For more information, you are welcome to email us directly at:

westgatechildcenterboard@gmail.com.