



In the Name of God, The Merciful, The Beneficent
The Universal Education Foundation
The Universal Academy of Pittsburgh
Our Children . . . Our Future

UAP Board of Directors (BoD) Membership Application

Please complete this form and email to uapbod@uapschool.org

Your Contact Information:

Name (First Last)

Address including Zip Code

Phone Number

Email Address

About You

- 1. Attach your resume, CV, or bio.**
2. Attach a cover letter that includes more about:
 - your background,
 - why you want to serve on the Board of Directors of UAP, and
 - what makes you qualified to serve on the Board of Directors of UAP.
3. What value do you feel your experience would bring to the BOD of UAP?

The Universal Education Foundation admits students of any race, color, and national or ethnic origin.

Mailing Address: 2103 Hampton ST, Pittsburgh, PA 15218

Tel: (412) 241-2124 ; Fax: (412) 241-2123

Web: www.uapschool.org Email: admin@uapschool.org

4. Service on the Board of Directors requires a substantial commitment of time. Listed below are the types of time commitments that all Board members must make and the types of additional discretionary commitments that Board members might also consider.

- Attendance of at least two meetings a month lasting approximately 2 hours each.
- Meetings may either be held virtually, as dictated by health mandates, or in person at the school location. Additional meetings each month are possible at the discretion of the Board.
- Participation in approximately two hours of meetings every week during the work day which might include briefings, meetings with community groups, and tending to school affairs.
- Discretionary attendance at meetings such as community meetings, press occasions, and/or other school events.
- Approximately five hours of reading every month to prepare for action meetings.

Please explain your ability to commit the time necessary to serve on the Board.

5. Are you a parent of a student at UAP?

- ☐ Yes
☐ No

6. What type of expertise and experience would you bring to the board? Select all that apply

- ☐ Government
☐ Community Affairs
☐ Education
☐ Finance
☐ Parent Advocacy
☐ Law
☐ Other: Please specify_____

UAP Board Member Contract

1. I will keep myself informed about the school's history, goals, challenges and current operations. I will read the materials sent to the board and ask for additional clarification if I think I do not have adequate information to make informed decisions.
2. I will attend board and committee meetings regularly and make doing so a priority because I know this board needs the full participation of its members to govern effectively. I will also make attending board retreats and/or other training opportunities a priority in my schedule because I know that doing so is an important trustee responsibility.
3. I will work hard to understand my own roles and responsibilities as a trustee and those of the head and other administrative staff in order to provide appropriate oversight without interfering or micromanaging in areas that are not the board's responsibility.
4. I will participate with an open mind and an objective perspective in the consideration of all issues before the board.
5. I will guard against any conflicts of interest, whether personal or business-related. If even the appearance of one exists, I will inform the board chair and withdraw from consideration of the issue. If I choose to enter into a relationship with the school that creates a conflict of interest, I will immediately offer my resignation from the board.
6. I will put aside my parent role and any other personal agendas and pledge to actively work only toward those decisions and solutions that are in the school's best interests.
7. I will respect the confidentiality of the board's business at all times because I know that doing otherwise compromises both the head's and the board's authority and efforts on behalf of the school.
8. In my role as a trustee, I will honor the principle of "no surprises," and expect that my fellow trustees and our head will do likewise.
9. I will actively support our head and will demonstrate that support within the school community. If I have differences of opinion or concerns, I will address them with the head directly but privately.
10. When confronted with problems or concerns brought to me by others, I will use proper channels of communication, informing the board chair or the head of the situation, rather than trying to deal with it myself.
11. I will support the school financially, and I will actively participate in its advancement efforts because I know that doing so is an essential part of effective trusteeship.
12. I will be an advocate for the school in our community by supporting it publicly and helping others to understand the important contribution it makes to our city.

I have read and understand the contract above and pledge to abide by it during the coming year.

Name _____

Signed _____ Date: _____