

## To be most effective

a school board must work together as a team – not as individuals representing individual interests. Boards must collaborate with superintendents and the entire district and community to be able to reach higher levels of student achievement, as well as higher levels of performance from administrators, staff, teachers and students.

### Who is eligible and what is required to run for a school board position?

- Must be a qualified voter residing in the school district – and in the respective zone if members are elected from zones
- Must not be an employee of the district

### How do I get started?

- Visit your county clerk's office to request a packet of material about running for office
- Circulate a petition no earlier than 90 days prior to the election to gather signatures of at least 20 qualified, registered voters who are residents of the district (and respective electoral zone if school board members are elected from zones)
- **NEW:** File the petition with the county clerk during a one-week period ending at noon 60 days before the election

### Is there information on the Internet to help me understand the process?

Yes, get a copy of the publication, "Running for Public Office," published by the State of Arkansas, which contains information about petitions, certifying as a candidate, information sheets, campaign contributions, financial statements and other important facts; access the publication online at:

[www.sosweb.state.ar.us](http://www.sosweb.state.ar.us)

### Run for the Right Reasons!

It may be hard to imagine, but some people run for school board to "get rid of someone" or because they have a personal agenda they wish to fulfill. Serving on an Arkansas school board is serious business. In fact, tougher state accountability laws and rules can result in removal from office of entire school boards!

School boards in Arkansas are expected to:

- Understand and approve the district budget
- Review prepared financial statements
- Share responsibility for fiscal accountability, facilities and student academic achievement
- Obey state laws regarding nepotism and doing business with the school district (self-dealing)
- Meet high ethical standards
- Transact business as a group in a legally called session

If you care about your community and the future of today's youth, consider service on your local school board. The Arkansas School Boards Association can provide the training you need to be a valued member of your board – let us know how we can serve you.

## Major Duties of School Board Members

- Serve as the governance arm – the policymaking body – of the school district
- Comply with federal and state laws and the regulations of the Arkansas Department of Education
- Hire a competent superintendent whose job is to manage the daily operation of the school district
- Be advocates for schools and children
- Work with the community to create a shared vision for the school district
- Provide the necessary resources to operate the school district
- Advance increasing levels of student achievement
- Receive six hours of annual in-service training in the duties and responsibilities of a school board member and in school finance; new board members must receive nine hours of training within the first 15 months of their initial election; this training is provided by ASBA for newly elected school board members following the fall school elections



## Additional Sources of Information

- ***Key Work of School Boards***

This publication from the National School Boards Association describes the role of school board members and how it relates to increasing student achievement. The eight components define how school boards work to improve student learning.

Access *Key Work* at [www.nsba.org](http://www.nsba.org)

- ***A Handbook for Arkansas School Board Members***

Newly elected school board members receive this Arkansas School Boards Association publication that outlines the roles and responsibilities of school board members, as well as other important information. ASBA will provide a print copy upon request.

Access the *Handbook* at [www.arsba.org](http://www.arsba.org)

- ***Team Leadership for Student Achievement***

This book describes the skills necessary to collaborate as a school board-superintendent team, the process of improving student achievement and how to build a team to design and implement the process.

Access *Team Leadership* at [www.nsba.org](http://www.nsba.org)

## Be a positive influence on education in your community!

Good school board members are people who:

- Put children first in education
- Enjoy working with other people
- Are good listeners and respect others' opinions
- Rely on facts and weigh all sides of an issue before making a decision
- Are well informed about current issues in public education
- Accept the will of the majority
- Respect district staff and deal with them professionally
- Are willing to learn and receive ongoing training as a board member



### Arkansas School Boards Association

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## So you want to be a



## School Board Member

Helpful information  
about school  
board service

published by the  
Arkansas School  
Boards Association

It's about leadership and the future. School boards provide the critical link between schools, parents and the community.