



# Marist Brothers International School

1-2-1, CHIMORI-CHO, SUMA-KU, KOBE, 654-0072, JAPAN

Ph: (078) 732-6266

Email: [info@marist.ac.jp](mailto:info@marist.ac.jp)

Fax: (078) 732-6268

Web: [www.marist.ac.jp](http://www.marist.ac.jp)

April 12, 2016

Dear MBIS Community,

The Board of Trustees would like to announce the recruitment of new Trustees for the July 1, 2016 - June 30, 2018 term. Members of the Marist community can assist by participating in the recruitment process either by applying for a Trustee position or soliciting acquaintances who may be interested in serving on the MBIS Board of Trustees.

Applicants and nominees can be current members of the Marist community, or members of the greater Kobe community who have expertise and skills that will help with the good management and development of our school. The Board of Trustees welcomes applicants who possess a variety of skills and expertise, however, in particular, is searching for members with expertise in the fields of management, business, organization development, and/or fundraising. Additionally, as all Board meetings are held in English, appropriate language skills are required.

Members of the Board of Trustees (13 Trustees in total) are part of a team who act to ensure the smooth running of the school and influence the future development of MBIS both academically and financially. The Board of Trustees is responsible for planning and approving the annual budget of the school; suggesting and making policy decisions; developing, and implementing, delegating and overseeing the school's strategic and academic plans. The Board of Trustees meetings are scheduled to be held four times a year, with other meetings occurring as members of ad-hoc project committees. Included among the Trustees are six Directors that meet monthly and are responsible for decisions regarding the daily operations of the school.

With growth in student numbers, major curricular changes taking place and building development projects on the horizon, it is a particularly exciting time to be a member of the Board of Trustees.

To apply or nominate someone for a Trustee position, please submit the attached form by Thursday, April 28<sup>th</sup> to Mrs. Marijana Munro (Head of School) [munrom@marist.ac.jp](mailto:munrom@marist.ac.jp) or Mr. Mark Deys (Board of Trustees Recruitment Committee Member) [deysm@marist.ac.jp](mailto:deysm@marist.ac.jp).

Please do not hesitate to contact us should you require further information or clarification.

We are looking forward to hearing from you.

Appreciatively,  
MBIS Board of Trustees Recruitment Committee



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平成 28 年 4 月 12 日

保護者、卒業生、および教職員の皆様へ

評議員会では平成 28 年 7 月 1 日から 30 年 6 月 30 日までの間、新しく学校評議員として活動していただける方を募集しています。学校関係者の皆様には、このポジションへの応募、またはお知り合いへの勧誘などにより、評議員募集にご協力いただければ幸いです。勧誘の際には、学校の発展に貢献したいと考えておられる方や経営、教育、ビジネス、組織開発や資金の調達などの分野におけるご経験を考慮して勧誘していただけますようお願いいたします。対象者は学校関係者および神戸にお住まいの方で、学校の経営発展に寄与していただける方です。

合計 13 名の評議員会は学校の運営を円滑にし、財政状況の改善と教育の質の向上のために活動をしています。また評議員会の責任範囲は学校の年間予算の策定や承認、方針決定やその助言、学校の経営戦略や計画策定等となります。ミーティングは最低年 4 回開催致しますが、特定の事案についての委員として別途会議に出席頂くこともあります。また評議員のうち 6 名は理事会として毎月の会議に参加し、日々の学校運営に関わる決定を行って頂きます。

生徒数の増加やカリキュラム変更、また建物の修繕計画など、学校の更なる発展に向け、評議員としてやりがいを感じて頂けることと存じます。

自薦、他薦を問わず、応募して下さる方は添付の用紙を 4 月 28 日までに校長マリアナ・マンロー ([munrom@marist.ac.jp](mailto:munrom@marist.ac.jp)) もしくは協議員募集担当のマーク・ダイス ([deyssh@marist.ac.jp](mailto:deyssh@marist.ac.jp)) までご提出ください。

評議員募集について、ご質問のある方は遠慮なく、マンローもしくはダイスまで、ご連絡下さい。

よろしくお願ひいたします。

MBIS 評議員会



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## **The MBIS Vision states:**

*Marist Brothers International School will make students our utmost priority and encourage them to achieve their full potential, fostering spiritual growth, appreciation of cultural diversity and develop a lifelong love of learning. We will provide the opportunity for all stakeholders to develop a sense of community, spirit and pride in our school.*

## **The MBIS Mission states:**

*We educate students in a nurturing environment based on Catholic values and the traditions of the Marist Brothers. We provide a rigorous program of study that prepares our students for higher education, internationally and in Japan. Our students will gain knowledge, be effective communicators, develop good character and become responsible citizens of a global society.*

## **The MBIS Core Values are:**

**M** – MBIS Family Spirit

**A** – Academic & Extra-Curricular Excellence

**R** – Respect for Self, Others & the Environment

**I** – Integrity & Humility

**S** – Spiritual Growth & Service

**T** – Trust & Responsibility

## **The SLEs state that MBIS students will demonstrate:**

Knowledge by:

- Developing intellectually, physically and artistically
- Thinking independently, critically and creatively
- Taking responsibility as self-directed lifelong learners
- Being prepared for a technologically changing world
- Setting priorities and attainable goals in order to maximize potential

Communication by:

- Demonstrating competency in reading and writing English
- Being poised, articulate and effective public speakers
- Listening to others with focus and courtesy

Character by:

- Developing spiritually and emotionally
- Acting respectfully and compassionately
- Taking responsibility for their own actions and behaviors
- Demonstrating honesty and integrity in all relationships

Citizenship by:

- Respecting world cultures and their languages
- Building bridges in a multicultural world
- Responding compassionately and empathically to the needs of others
- Performing service to improve the lives of others
- Valuing and developing teamwork



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## Expectations for Trustees

1. Model exemplary behavior for the School community and actively support and promote the School's mission, vision, strategic goals, and policy positions, and represent them appropriately and accurately within the community.
2. Stay fully informed about current operations and issues by attending meetings, coming to meetings well prepared, and participating fully in all matters.
3. Recognize the Board sets policy and focuses on long-range and strategic issues. An individual Trustee does not become involved directly in specific management, personnel, or curricular issues.
4. Represent, and make decisions based on the interests of the School as a whole - separating the interests of the School from the specific needs of a particular child or constituency.
5. Accept and support decisions taken by the Board, respecting that it is the Board, not an individual Trustee which speaks for the school. Once a decision has been made, the Board speaks as one voice, keeping all deliberations confidential.
6. Guard against conflict of interest, whether personal or business related.
7. Support the School and its Head of School and demonstrate that support within the community.
8. Recognize authority is vested in the Board as a whole. A Trustee who learns of an issue of importance to the School has the obligation to bring it to the Head of School, and/or to the Chair of the Board, and must refrain from responding to the situation individually.
9. Contribute to the development program of the School, including strategic planning for development, financial support, and active involvement in annual and capital giving.
10. Recognize each Trustee, not just the Treasurer and Finance Committee, has fiduciary responsibility to the School for sound financial management.



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## Board of Trustees Nomination Response Form

\_\_\_\_\_ I am interested in being considered for an MBIS Trustee position.

\_\_\_\_\_ I need more information before I can decide if I want to be considered for a Trustee position.

Name (氏名) \_\_\_\_\_

Contact Email: \_\_\_\_\_

Please identify your primary relationship to the school.

- A parent
- A teacher
- An alumni
- Other \_\_\_\_\_

Return by email to: [munrom@marist.ac.jp](mailto:munrom@marist.ac.jp)  
[deyssm@marist.ac.jp](mailto:deyssm@marist.ac.jp)

Return by mail to:

Board Development Committee  
C/O Marijana Munro/Mark Deyss  
Marist Brothers International School  
1-2-1 Chimori-cho, Suma-ku, Kobe,  
JAPAN 654-0072