

## **PNAIS Principles of Good Practice for Business Officers**

*Approved by the PNAIS Board of Governors - June 19, 2006*

Although responsibilities of business officers are as varied as the institutions they serve, the following principles provide a common standard of leadership and good practice for individuals vested with the responsibility for the school's financial and physical resources.

1. The business officer reports to the head of school and understands, promotes, and participates in the development of the mission, standards, and policies of the school.
2. The business officer works strategically with the head of school and the board of trustees in ensuring the viability and sustainability of the school.
3. The business officer provides important assistance and information to the board in meeting its fiduciary responsibilities and to the head in administering the school.
4. The business officer manages the school's resources in a prudent manner, consistent with the mission, safeguarding the value of those assets by establishing appropriate controls and procedures.
5. The business officer maintains and fosters high ethical standards, integrity, and respect in conducting business within the school and with the external community.
6. The business officer respects and maintains confidentiality and rights to privacy applicable to individuals and institutional records.
7. The business officer ensures that human resource policies and practices are clearly articulated, consistently applied, and conform to legal requirements.
8. The business officer fosters professional standards and development by participating in local, regional, and national associations that offer personal support and professional assistance and development.