

**BOARD OF DIRECTORS
OF THE AGRICULTURAL VOCATIONAL SECONDARY SCHOOL
"RAKIP KRYEZIU"
FIER**

APPROVED

CHAIRMAN OF THE BOARD OF DIRECTORS

**INTERNAL REGULATION
ON THE FUNCTIONING OF THE BOARD OF DIRECTORS OF THE
AGRICULTURAL VOCATIONAL SECONDARY SCHOOL
"RAKIP KRYEZIU"
FIER**

Article 1

Object and scope of activity

1. The purpose of this Regulation is to comprehensively define the rules of operation of the Board of Directors of the Agricultural Vocational Secondary School, with the aim of its functioning in an effective, continuous manner and in accordance with the mandate and area of responsibility.
2. The Board of Directors, hereafter referred to as the "Board", is a collegial body, which, in order to support the administration of the school's activity, makes decisions on the general strategic direction, general planning and the use of human, financial and physical resources.
3. Based on the importance of the effective functioning of the Board, this regulation also defines exclusion criteria for the members.

Article 2

Legal Basis

This regulation is based on Law No. 15/2017 "On Education and Vocational Training in the Republic of Albania", Instruction of the Minister of Finance and Economy No. 28, dated 30.07.2018 "On the criteria for the participation, organization and functioning of the management board of public providers of education and vocational training", Instruction No. 14, date 27.05.2021 "On the way of organization and activity of educational and professional training institutions as well as aspects of human resources management, the composition of the development unit of education and professional training providers and the continued professional development of personnel" as well as other relevant legislation in force in the Republic of Albania.

Article 3

Principles of Operation

The activity of the Board is guided by the principles of professionalism, responsibility, effectiveness, efficiency, high moral integrity and transparency.

Article 4

Composition of the Board

1. The Board consists of 7 (seven) members, representatives of the public, private sector and of the VET provider institution itself.
2. The board consists of:
 - a) 2 (two) representatives of the private sector operating in the agricultural sector;
 - b) 1 (one) representative of the regional/local employment office, which covers the school;
 - c) 1 (one) representative of the local educational unit that covers the school;
 - d) 1 (one) representative of the Fier District Council;
 - e) 1 (one) representative of the teaching staff of the school;
 - f) 1 (one) representative of the students of the school;

Article 5

The procedure of establishing the Board

1. The procedure for establishing the board and replacing the members, whose mandate has ended or resigned from the job, is organized and carried out by the school director.
2. The Chairman and other members of the Board are elected in accordance with the provisions of the Minister's instruction on the criteria for the participation, reorganization and operation of the Board of Director of the public VET providers.
3. The director of the institution addresses for the selection of representatives of the private sector, through an official letter in the form of an invitation to participate in the Board, commercial companies, business organizations or commercial operators, who:
 - o are related to the agricultural profile that the institution has and/or have supported the institution more while carrying out the activity;
 - o carry out the activity in the region where the provider institution is located;
 - o have a good reputation; and
 - o have contributed to the promotion of school activities in the region.
4. The invitation to participate addressed to private entities must provide sufficient information regarding the terms and conditions of participation in the Board as a representative of the private sector, as well as the application method and deadlines. Private entities must appoint representatives who, even as individuals, have the necessary knowledge and qualities to participate in the Board and who must present a letter of motivation, in addition to the request for participation in the Board.
5. Based on the applications of the commercial entities for the participation in the Board, the Director of the institution selects 2 candidates who best fulfill the legal and professional criteria for the participation in the School Board as well as their willingness to exercise the function as a board member.
6. The mandate of representatives of the private sector is 4 years, with the right to re-election only 1 (one) time.
7. For the selection of the representatives of the public sector, the school director officially requests in writing the leaders of the relevant public institutions to appoint their representative to the Board, providing information about the leader of the public institution that the person entrusted with this task must adequately represent the institution and be ready to exercise the duty as a board member.
8. The mandate of the representatives of the public sector is determined depending on the duration or possible changes in their work position in the public administration.

9. For the selection of the representatives of the structures within the provider institution:

- a) The representative of the teaching staff is elected by secret ballot from the teaching staff of the institution, with a simple majority of votes;
- b) The student representative is elected by the Student Government with a simple majority of votes.

10. The mandate of the representative from the teaching staff is 4 (four) years, without the right to re-election.

11. The mandate of the student representative lasts as long as the member enjoys this status in the institution.

Article 6

The role and activity of the Board

1. The Board is the highest administrative body, at the level of the public VET provider, which guarantees the fulfilment of the purpose of its mission by supporting the administration and management of the school autonomously and in accordance with the legislation in force and the needs of the job market.

2. The activity of the Board is led by the Chairman, whose position is held by the representative of the private sector, whose profile has the largest number of students or trainees. In the absence of the Chairman, the meeting of the Board is chaired by the other representative of the private sector.

3. The activity of the Board is assisted by the secretary of the Board, who is chosen by the Director among the administrative or teaching personnel of the institution. The Secretary of the Board is not a member of the board but a facilitator of its functioning.

Article 7

Responsibilities of the Board

1. In order to fulfill the role and the mission in support of the administration of the school's activities, the duties of the Board include all activities that are consistent with this role, and in particular the Board reviews and approves:

- ✓ Annual and mid-term school activity plan;
- ✓ The draft budget for the following year;
- ✓ The annual plan of its activity;
- ✓ The internal regulations of the school;
- ✓ Rules for setting prices and fees for the profitable activities of the school and distribution of earned income.

2. The board must be informed about all aspects of the institution's activity and reviews the implementation of the plan every 3 (three) month.

3. The board supports the activity of the school in terms of school activities, professional practices and extra-curricular activities and promotes professional education and the school in various activities.

To serve to the above-mentioned purposes, the Board collaborates and signs MoUs with stakeholders of related fields that contribute to the fulfilment of the mandate of the school and in particular with the Agriculture University in Tirana.

4. The board makes a decision to provide a proposal to the National Employment and Skills Agency for the dismissal of the school director and makes a decision to provide a proposal to the school director for the dismissal of the deputy director of the school, after giving them the opportunity to be heard.

5. The board gives an opinion on the needs for new professional qualifications, according to the proposal forwarded by the school director, as well as reviews the requests and complaints received from the school's Parents' Council or the Parents' Council of the classes.

6. The board summons the school director and the coordinator of the development unit, responsible for the design and implementation of development projects.

Article 8

Chairman of the Board

1. The Chairman of the Board directs the activity of the Board and is the representative of the Board in relations with third parties.

2. The Chairman leads the meeting of the Board, directs the discussions and ensures the implementation of the legislation and making of the right decisions.

3. The duties and functions of the Chairman of the Board include:

- Calls the meetings of the Board,
- Assigns the duties among the members of the Board;
- Invites to the Board meetings the directors of the school, other school, representatives of parents and students or other guests as the case may be;
- Participates in the evaluation commission of the candidates for the election of the school director;

- Leads or assigns another member to lead the evaluation committee of candidates for deputy director and participates or assigns another member to participate in the evaluation committee for teaching candidates of professional culture
 - Participates in the Council of Teachers, if invited;
3. The Chairman of the Board is notified by the Ethics and Conduct Committee regarding the proposals made to the Director regarding the violations found and the proposed measures.

Article 9

Meetings of the Board

1. As a rule, the Board meets at least once every 3 (three) months, unless it is decided otherwise at the upcoming meeting or when a meeting is requested by the school Director or the members of the Board, according to point 2 of this article.
2. The board necessarily meets before the beginning and before the end of the school year.
3. The meetings of the Board are called by the Chairman, by at least 4 (four) members or the Director of the school.
4. Meetings are valid when at least 5 (five) members participate, otherwise they are postponed to another close date.
5. Decisions of the Board are taken by simple majority of votes and by open ballot. In cases when the voting result is tied, the vote of the Chairman is decisive.
6. Only the decision to dismiss the Chairman is taken by secret ballot. In cases when the voting result is tied, the voting process is repeated at the upcoming meeting.
7. Decisions of the Board are signed by the Chairman and the Secretary of the Board.

Article 10

Responsibilities of the Director in relation to the Board

1. Director of the School:
 - ✓ implements the decisions made by the Board;
 - ✓ reports to the Board, whenever it is necessary or requested regarding the progress of the institution's activity and the implementation of the annual and mid-term plan;
 - ✓ organizes and supports the activity of the Board by drafting and submitting for approval the documents that must be approved by the Board as the annual and mid-term plan;

- ✓ co-signs the mid-term plan and forward it to the National Employment and Skills Agency by May 15th of that school year;
 - ✓ consults with the Board about the need for new professional qualifications;
 - ✓ informs the parents' council about the composition and contacts of the members of the Board.
2. The director submits the annual plan for approval to the Board, no later than the first day of the beginning of the school year, as well as presents the mid-term plan for discussion and approval to the Board, by April 15th of the given school year.
 3. The director determines quotas based on special criteria in accordance with the priorities and objectives of the school plan, which they consult and send for approval by the Board, in case there are greater demands than the number of attendances for the 10th grade, when the criteria of the grade point average is not enough.

Article 11

Secretary of the Board

1. The activity of the Board is assisted by the secretary of the Board.
2. The Secretary of the Board has the following responsibilities:
 - ✓ Notifies the members about the date of the meeting and the agenda of the meeting;
 - ✓ Prepares the materials for the meeting;
 - ✓ Keeps the minutes of meetings;
 - ✓ Reflects the decisions of the Board;
 - ✓ Submits to the school protocol, minutes of meetings and other documents, which are then archived.

Article 12

Ending of the mandate of the members of the Board

1. The mandate of the members of the Board ends with the completion of the terms provided for in this Regulation.
2. The mandate of the Board members ends prematurely in cases where:
 - a) Convicted by a final decision of the court for committing a criminal offense;
 - b) Resigns from the Board or from the job position that he holds in the public administration;
 - c) Is unable to perform the task;
 - d) Serious violations of the law or ethics violation have been found;
 - e) Does not participate in 3 meetings within one calendar year.
3. In case of the premature end of the member's mandate, the mandate of the newly elected member is complementary.

Article 13

Entry into force of the Regulation

The Regulation of the Board of Directors enters into force upon its approval by the Board of Directors at the nearest meeting when all the members of the Board are present and have voted unanimously in favour of it.

Chairman of the Board of Directors
Agricultural Vocational School
Rakip Kryeziu, Fier
