

## **COMMITTEES AND TASK FORCES (approved 11/26/13)**

Committees are long-term functions of the Board of Trustees, and are the heart and soul of the Board's work. PSCS Board Committees are governed by the Open Meetings Law, and must be chaired by a Board Trustee. Task Forces are utilized for short-term goals (a few months or a few years) and do not require a Board Trustee chair.

Committees and Task Forces should prepare recommendations for the Board on their designated topic, and engage the Board in strategic dialogue to facilitate decision-making. The full board makes the final decisions at the Board of Trustees meetings, but relies on the diligence and thoughtfulness of the committee's or taskforce's recommendations.

### **Standing Committees:**

Academic Excellence

Finance

Governance

Future: Development

A goal without a plan is a wish. All Committees and Task Forces should work based on Action Plans outlining their Goals, Objectives, Actions Needed, Timelines, and Resources.

## **ACADEMIC EXCELLENCE COMMITTEE**

### **General Purpose**

The Academic Excellence Committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for working with the Director to define academic excellence, ensure that all board members know the charter promises that were made to the community and the authorizer, and to devise clear and consistent measures to monitor these goals.

### **Appointments and Composition**

1. Appointments of the chair and members of the Academic Excellence Committee shall be made annually by the chair of the Board with the advice and consent of the Board and the Director and in accordance with the bylaws.
2. The chair of this committee shall be a member of the Board of Trustees.
3. At least one additional member of this committee shall be a member of the Board of Trustees, subject to the conditions stated in the bylaws. Additional committee members may be appointed and need not be members of the Board of Trustees. Members of this committee do not need to have an academic background.

### **Responsibilities**

It is important to note that this is a governance function, not a management function, and it is anticipated that the Director will have a great deal of input into the work and composition of this committee. The committee's main role is to assure that academic excellence is defined, and that the board approves annual goals to attain academic excellence.

1. Define and continue to refine what academic excellence means for our charter school.
2. Ensure that all board members understand the key charter promises we have made to our community and to our authorizer.

3. Work with the Director to devise clear and consistent ways to measure progress towards stated goals.
4. Work with Director to set annual academic achievement goals, to be presented to and approved by the full board.
5. Work with Director to share with the board annual successes, barriers to reaching academic excellence, and strategies to overcome these barriers.
6. Arrange for Board training on issues related to academic oversight and academic achievement, as needed.
7. Create specific measurable board-level goals for the year as part of the full board planning process.
8. Report to the Board of Trustees at regular meetings of the Board.
9. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.

## **FINANCE COMMITTEE**

### **General Purpose**

The Finance Committee is commissioned by and responsible to the Board of Trustees. It has the responsibility for working with the Director to create the upcoming fiscal year budget; presenting budget recommendations to the Board; monitoring implementation of the approved budget on a regular basis and recommending proposed budget revisions; recommending to the Board appropriate policies for the management of the charter school's assets. The Finance Committee shall be assisted by the Director.

### **Appointments and Composition**

1. The members of the Finance Committee shall be the Treasurer of the Board who shall serve as chair, the Chair who shall serve as an ex-officio member, together with other trustees appointed by the Chair with the advice and consent of the Board in accordance with the bylaws.
2. The Director will be a member of the Finance Committee.
3. Additional committee members may be appointed and need not be members of the Board of Trustees.

### **Responsibilities**

1. Prepare an annual budget for the charter school in collaboration with the Director.
2. Collaborate with the Director to develop and annually revise a five-year financial forecast and develop long-range financial plans based on the forecast.
3. Arrange for an annual audit to be provided to the Board of Trustees.
4. Provide oversight of the procurement process.
5. Review monthly financial statements and variances from budget, and recommend action to the Board, as appropriate.
6. Create specific, measurable, board-level goals for the year as part of the Board planning process.
7. Develop and implement a board-level training program to ensure that all trustees (especially those without a financial background) can be effective stewards of the school's financial resources.
8. Report to the Board of Trustees at regular meetings of the Board in a manner determined by

the Board.

9. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.

## **GOVERNANCE COMMITTEE**

### **General Purpose**

The Governance Committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for matters pertaining to Board of Trustees recruitment, nominations, orientation, training, and evaluation in accordance with the bylaws of the school, as well as established policies and practices approved by the Board of Trustees.

### **Appointments and Composition**

1. Appointments of the chair and members of the Board Governance Committee shall be made annually by the Chair of the Board with the advice and consent of the Board in accordance with the Bylaws.
2. The chair of this committee shall be a member of the Board of Trustees.
3. Other members of this committee shall be members of the Board of Trustees.
4. Additional committee members may be appointed and need not be members of the Board of Trustees.

### **Responsibilities**

1. Analyze the skills and experience needed on the Board.
2. Create a short and long-term board recruitment strategy.
3. Work with Board Chair and Director on a succession plan for board officers.
4. Recruit members to serve as members of the Board and develop a slate of trustees for consideration by the membership at the annual meeting in accordance with selection/election procedures outlined in the bylaws.
5. Develop and review annually the procedures for Board recruitment.
6. Develop an orientation and training plan for new Board trustees.
7. Assist in the planning of an annual Board retreat and other deeper strategy sessions as needed.
8. Develop and revise a Board member handbook outlining the responsibilities of the Board and Board members, Board policies, and other relevant information.
9. Conduct board education as needed.
10. Create specific measurable board-level goals for the year as part of the full board planning process.
11. Regularly evaluate the effectiveness of board meetings, and make recommendations for improvement to the chair and the full board as needed.
12. Annually coordinate an evaluation of the full board and individual trustees.
13. Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.
14. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.

*(The above committee descriptions are based on the descriptions found in the © The High Bar 2012. [www.reachthehighbar.com](http://www.reachthehighbar.com))*