

Committees of the Board of Directors

Finance Committee

General Purpose

The finance committee is commissioned by and responsible to the Board of Directors. It has the responsibility for working with the Executive Director and Business Manager 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 organization's assets. The finance committee shall be assisted by the Executive Director and Business Manager.

Appointments and Composition

~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 directors appointed by the Chair with the advice and consent of the Board in accordance with the bylaws.

~Both the Executive Director and the Business Manager will be members of the finance committee.

~Additional committee members may be appointed and need not be members of the Board of Directors.

Responsibilities

1. Prepare an annual budget for the organization in collaboration with the Executive Director and Business Manager.
2. Also in collaboration with the Executive Director and Business Manager, 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 Directors.
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 full board planning process.
7. Develop and implement a board-level training program to ensure that all directors (especially those without a financial background) can be effective stewards of the organization's financial resources.
8. Report to the Board of Directors 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 Directors.

Academic Excellence Committee

General Purpose

The Academic Excellence Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for working with the Executive 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

~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 EXECUTIVE DIRECTOR and in accordance with the bylaws.

~The chair of this committee shall be a member of the Board of Directors.

~Members of this committee shall be members of the Board of Directors, subject to the conditions stated in the bylaws.

~Additional committee members may be appointed and need not be members of the Board of Directors.

Responsibilities

1. It is important to note that the work of this committee is a governance function, not a management function, and it is anticipated that the Executive 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.
2. Define and continue to refine what academic excellence means for our organization.
3. Ensure that all board members understand the key charter promises we have made to our community and to our authorizer.
4. Work with the school leadership to devise clear and consistent ways to measure progress towards stated goals.
5. Work with school leadership to set annual academic achievement goals, to be presented to and approved by the full board.
6. Work with school leadership to share with the board annual successes, barriers to reaching academic excellence, and strategies to overcome these barriers.
7. Arrange for Board training on issues related to academic oversight and academic achievement, as needed.
8. Create specific measurable board-level goals for the year as part of the full board planning process.
9. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.
10. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors.

Executive & Development Committee

General Purpose

The development committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for raising non-grant funds to support the organization's mission.

Appointments and Composition

~Appointments of the chair and members of the development committee shall be made annually by the Chair of the Board with the advice and consent of the Board in accordance with the bylaws.

~The chair of this committee shall be a member of the Board of Directors.

~Members of this committee shall be members of the Board of Directors, subject to the conditions stated in the bylaws.

~Additional committee members may be appointed and need not be members of the Board of Directors.

Responsibilities

1. Develop annual and multi-year fundraising plans that will generate the funds needed to meet the non-public and non-grant fundraising goal.
2. Coordinate the implementation of the fundraising plan with fundraising efforts by senior staff and other volunteers.
3. Develop the necessary sub-committee systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan; supervise the functions of the sub-committees.
4. Develop a plan for involving all Board directors in the non-grant resource development activities of the organization.
5. Arrange for Board training on development issues, as needed.
6. Create specific measurable board-level goals for the year as part of the full board planning process.
7. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.
8. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors.