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The Establishment and Effective Use of Committees

On-Demand Webinar

Committee Assignment Descriptions

**Board Policy Committee**

**Assignment Description**

Pursuant to the (NAME OF SCHOOL PLUS “ACADEMY BOARD”) (“Academy Board”) Bylaws, the Academy Board, by resolution, *“may designate one or more committees, each committee to consist of one or more Directors selected by the Academy Board.”* At its regularly scheduled meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Academy Board moved to establish a Board Policy Committee, consisting of the following members:

Committee members will work closely with representatives of (ESP) to ensure the Academy Board’s governing policies are up-to-date and are reflective of its governing philosophy relative to policy guidance. To accomplish this, the Board Policy Committee will:

* Meet at a frequency determined by the Committee but not less than four times per year;
* Sit in on meetings with the Academy Board’s policy provider, the National Charter Schools Institute;
* Review all board policies and updates for accuracy, relevancy and alignment;
* Take the lead in determining policy additions, deletions, updates and/or revisions;
* Ensure full Academy Board is aware of salient policy language; and
* Bring policy recommendations to the full Academy Board for deliberation and action.

The attached materials will offer practical guidance in ensuring effective Board Policy Committee meetings.

**Fundraising Committee**

**Assignment Description**

Pursuant to the (NAME OF SCHOOL PLUS “ACADEMY BOARD”) (“Academy Board”) Bylaws, the Academy Board, by resolution, *“may designate one or more committees, each committee to consist of one or more Directors selected by the Academy Board.”* At its regularly scheduled meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Academy Board moved to establish a Fundraising Committee, consisting of the following members:

Committee members will work closely with representatives of (ESP) to help oversee the Academy’s overall fundraising efforts and, in particular, the fundraising done by the Academy Board. To accomplish this, the Fundraising Committee will:

* Meet at a frequency determined by the Committee for a length of time identified by

the Committee (i.e. four times per year through June 2015);

* Work with (ESP) to establish a fundraising *plan* that incorporates a series of

appropriate vehicles, such as special events, direct mail, product sales, etc.;

* Work with (ESP) in their general efforts to raise money;
* Take the lead in certain types of outreach efforts, such as chairing a

dinner/dance committee or hosting fundraising parties, etc.;

* Be responsible for involvement of all Academy Board members in fundraising, such

as having Academy Board members make telephone calls to ask for support, and

* Monitor fundraising efforts to be sure that ethical practices are in place, that donors

are acknowledged appropriately, and that fundraising efforts are cost-effective.

* Establish format for reporting activities and efforts to full Academy Board.

The attached materials will offer practical guidance in ensuring effective Fundraising Committee meetings.

**Branding and Marketing Committee**

**Assignment Description**

Pursuant to the (NAME OF SCHOOL PLUS “ACADEMY BOARD”) (“Academy Board”) Bylaws, the Academy Board, by resolution, *“may designate one or more committees, each committee to consist of one or more Directors selected by the Academy Board.”* At its regularly scheduled meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Academy Board moved to establish a Branding and Marketing Committee, consisting of the following members:

Committee members will work closely with representatives of (ESP) to help promote the educational work of (NAME OF SCHOOL) and raise awareness about the Academy and the benefits of receiving a (NAME OF SCHOOL) education. To accomplish this, the Branding and Marketing Committee will:

* Meet at a frequency determined by the Committee for a length of time identified by the Committee (i.e. four times per year through June 2015);
* Work closely with (ESP) to help the Academy Board achieve its mission of being recognized as a ***college ready and college bound*** educational institution (*Note: This should include that portion of your mission that would appeal to potential students/families/partners, etc*.)
* With (ESP), communicate the benefits of a (NAME OF SCHOOL) education to the public at large, with special emphasis on reaching higher education institutions;
* Maintaining a website that communicates all things related to (NAME OF SCHOOL) as a ***college ready and college bound*** educational institution (*Note: This, again, should include that portion of your mission that would appeal to potential students/families/partners, etc*.);
* Reviewing existing Academy name(s), vision and mission statements and bringing all recommendations to the full Academy Board; and
* Securing and deploying funding that supports all branding and marketing activities.

The attached materials will offer practical guidance in ensuring effective Branding and Marketing Committee meetings.

**Academics Excellence Committee**

**Assignment Description**

Pursuant to the (NAME OF SCHOOL PLUS “ACADEMY BOARD”) (“Academy Board”) Bylaws, the Academy Board, by resolution, *“may designate one or more committees, each committee to consist of one or more Directors selected by the Academy Board.”* At its regularly scheduled meeting on \_\_\_\_\_\_\_\_\_\_\_\_, the Academy Board moved to establish an Academics Excellence Committee, consisting of the following members:

Committee members will work closely with representatives of (ESP) to measure the academic results of the Academy against the goals established in the Academy’s charter contract and any subsequent or accompanying Academy Board-approved document. Specifically, the Committee will be reviewing performance on all state assessments, NWEA MAP assessments and interim assessments. Additionally, the Committee will work to ensure that:

* The Committee is meeting at a consistent frequency to be determined by the Committee;
* The Academy Board and (ESP) have a clear and shared definition of academic excellence for the Academy;
* The Academy Board and (ESP) have a clear and shared sense of how well the Academy is doing on achieving academic excellence;
* The Academy Board and (ESP) agree on steps taken in order to reach that academic excellence goal;
* The Academy Board and (ESP) have an agreed upon understanding of reporting academic progress to the full Academy Board; and
* Formal and structured reporting tools are established for (ESP) use and the Academy Board’s review (reporting elements to be established by the Academy Board and shared with (ESP) for input and/or populating);

The attached materials will offer practical guidance in ensuring effective Academics Excellence Committee meetings.