

Board Committee Descriptions and Responsibilities

Board Development Committee

General Purpose

The board development committee is commissioned by and responsible to the board of trustees to assume the primary responsibility for matters pertaining to board of trustee's recruitment, nominations, orientation, training, and evaluation in accordance with the by-laws of the charter 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 development committee shall be made annually by the President of the Board with the advice and consent of the Board in accordance with the By-laws.
2. The chair of this committee shall be a member of the board of trustees.
3. Members of this committee shall be members of the board of trustees, subject to the conditions stated in the by-laws. Additional committee members may be appointed and need not be members of the board of trustees, subject to the conditions stated in the by-laws.

Responsibilities

1. Study the current composition of the board of trustees to determine current skills and experience; Identify skills and experience needed on the board.
2. Recruit members to serve as members of the board and develop a slate of trustees for consideration by the board at the annual meeting in accordance with selection/election procedures outlined in the by-laws. Review annually the procedures for board recruitment.
3. Develop an orientation and training plan for new board trustees and assist in the planning of the annual board retreat.
4. Assist with an annual board self-evaluation.
5. Annually submit objectives as part of the planning and budgeting process.
6. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of trustees.
7. Report to the board of trustees at regular meetings of the board in a manner determined by the board.

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 charter school administrator to create the upcoming fiscal year budget; presenting budget recommendations to the board; monitor implementation of the approved budget on a regular basis and recommend proposed budget revisions; recommend to the board appropriate policies for the management of the charter school's assets. The finance committee shall be assisted by the charter school administrator.

Appointments and Composition

1. The members of the finance committee shall be the treasurer of the board who shall serve as chair, the president who shall serve as an ex-officio member, together with other trustees and non-trustees appointed by the president with the advice and consent of the board in accordance with the by-laws.

Responsibilities

1. Assist and advise in preparing an annual budget for the charter school in collaboration with the charter school executive director and business manager.
2. Also in collaboration with the charter school executive director and business manager, develop and annually revise a three-year financial forecast and develop long-range financial plans based on the forecast.
3. Review all grant proposals and when necessary, recommend action by the board.
4. Review all non-budgeted expenditures over \$2,500.00 and inform the board.
5. Annually submit objectives as part of the planning and budgeting process.
6. Annually evaluate its work as a committee and the objectives it has committed itself to and report results on same to the board of trustees.
7. Arrange for an annual audit with submission of same to the board.
8. Report to the board of trustees at regular meetings of the board financial results for the most recent current period, year-to-date activity and forecasted cash flows for the end of the next reporting period.

Personnel Committee

General Purpose

The personnel committee is commissioned by, and responsible to, the board of trustees to assume the responsibility for advising it on matters pertaining to personnel administration and staffing. This responsibility shall, in no way, interfere with the authority of the charter school administrator to hire, supervise and, in accordance with the personnel policies, terminate, the remaining staff of the charter school. The board of trustees hires the charter school administrator.

Appointments and Composition

1. Appointments of the chair shall be made annually by the president of the board with the advice and consent of the Board in accordance with the by-laws. Members shall be chosen by the committee chair in accordance with the by-laws.
2. The chair of this committee shall be a member of the board of trustees.
3. Members of this committee shall be members of the board of trustees, subject to the conditions stated in the by-laws. Additional committee members may be appointed and need not be members of the board of trustees, subject to the conditions stated in the by-laws.

Responsibilities

1. Provide overall policy guidance for personnel matters in the charter school.
2. Submit, for final approval, recommendations on personnel policy matters to the board of trustees.
3. Provide policy recommendations to the board of trustees in the areas of training, employee benefits, employee relations, legal issues relating to employees, recruitment, interviewing, selection procedures, and the like.
4. Annually submit objectives as part of the planning and budgeting process.
5. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of trustees.
6. Report to the board of trustees on a regular basis in a manner determined by the Board.

Resource Development Committee

General Purpose

The resource development committee is commissioned by and responsible to the board of trustees to assume the primary responsibility for raising funds to meet the budget of the charter school. The board of trustees, in consultation with the resource development committee, finance committee and charter school administrator, will determine the fund-raising goal for the resource development committee.

Appointments and Composition

1. Appointments of the chair and members of the resource development committee shall be made annually by the president of the board with the advice and consent of the board in accordance with the by-laws.
2. The chair of this committee shall be a member of the board of trustees.
3. Members of this committee shall be members of the board of trustees, subject to the conditions stated in the by-laws. Additional committee members may be appointed and need not be members of the board of trustees, subject to the conditions stated in the by-laws.

Responsibilities

1. Develop an annual fund-raising plan that will generate the funds needed to meet the non-public and non-grant fund-raising goal.
2. Develop the necessary sub-committee systems to successfully carry out the fund-raising events and activities that are part of the annual fund-raising plan; supervise the functions of the sub-committees; develop a plan for involving board trustees in the resource development activities of the charter school.
3. Investigate new resource development projects, activities, grants, and ideas for possible use in the future.
4. Annually submit objectives as part of the planning and budgeting process.
5. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of trustees.
6. Report to the board of trustees at regular meetings of the board in a manner determined by the board.

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