



chattahoocheehills
CHARTER SCHOOL

Board Committee Job Descriptions

Finance Committee

The Finance Committee, chaired by a board member (usually the Treasurer), will meet as often as necessary to conduct its work, at minimum before every board meeting. Its purpose is to provide appropriate board oversight of school finances, ensure accurate and comprehensive financial reporting to the board, and raise strategic financial issues for board discussion.

Specific responsibilities of the finance committee include:

1. Preliminary review of monthly financial statements prior to board review
2. Presentation of financial statements to board for discussion
3. Ensure that the annual budget is prepared in a timely manner, allocates resources to support the school's strategic direction, and drives improved student achievement
4. Review and recommend to the full board approval of the annual budget
5. Recommend the selection of an auditor, ensuring the school changes auditors (or audit partner) every five or so years
6. Meet with auditor prior to full board audit review and approval
7. Ensure that either the Finance Committee or the full board annually meets in executive session with the auditor
8. Provide recommendations to ensure appropriate financial policies and procedures are in place
9. Identify strategic and long-term financial issues to address before they become urgent issues
10. Set annual committee goals and regularly monitor progress against those goals
11. Serve as an ongoing resource and advisor to staff on financial issues
12. Work closely with staff on financial issues/oversight
13. If charter school bylaws allow, recruit non-board members with particular financial and/or investment expertise to serve on this committee
14. Work with staff to develop financial dashboards to help the board absorb large amounts of complex information and understand patterns and trends
15. Invite a CPA annually to present a 45-minute board training on how to read a charter school's financial statements; each year the level of training can become more sophisticated, thus increasing board members' competencies

Academic Excellence Committee

The Academic Excellence Committee provides appropriate board oversight of the academic program by ensuring that the school's educational program is positively impacting student achievement and by raising strategic academic issues for board discussion. The Academic Excellence Committee, chaired by a board member, will meet as often as necessary to conduct its work, but typically at least quarterly.

Specific responsibilities of the academic excellence committee include:

1. Assume responsibility for ensuring that students are achieving at the highest levels
2. Agree on a definition of academic excellence for the school
3. Understand how student achievement is measured at the school and build board-wide understanding of the most critical measures
4. In partnership with the school leader, monitor student achievement by reviewing and analyzing external, standardized tests and internal assessments, deeply understanding the factors affecting performance data and sharing updates with the full board
5. Evaluate student achievement at the school in comparison to other schools and national standards
6. Verify that school administrators use student data constructively and routinely to inform decisions
7. Insist on targeted changes to the academic program if student achievement is lagging
8. Identify strategic and long-term challenges to the academic program before they become urgent issues
9. If charter school bylaws allow, recruit non-board members with particular educational expertise related to the school's model
10. Work with staff to develop academic dashboards to help the board absorb large amounts of complex information and understand patterns and trends
11. Visit other high-performing schools to inform the committee's work
12. Attend authorizer trainings on accountability

Governance Committee

The Governance Committee is the committee of the board, by the board, and for the board. Its primary responsibility is to ensure the board is governing effectively and revitalizing itself. It is responsible for providing leadership for board education, ensuring a strategically composed board is in place to govern the institution, nominating candidates for officer positions and committee membership, nominating and orienting new board members, ensuring an effective governance structure, and ensuring an effective board self assessment process.

Specific responsibilities of the governance committee include:

1. Promoting and providing education to new and tenured board members about the school, education reform, the community, and governance
2. Assessing the school's governance needs, including periodically reviewing the size of the board, the strategic composition of the board, the committee structure and charters, and recommending changes as needed
3. Developing and nominating board members to serve as officers including, as appropriate, Chair, Vice Chair, Secretary, and Treasurer
4. Leading the board in the identification, cultivation, and nomination of new board members to ensure a strategically composed board

5. Ensuring new board members are effectively oriented to the charter school, the board, the community, and the responsibilities and expectations of board service
6. Monitoring the ongoing performance of current board members and evaluating performance before renewing board terms
7. Conducting a board self assessment every one to two years
8. Planning the annual retreat
9. Reviewing and recommending changes to the bylaws every two years or as needed
10. Set yearly goals and monitor against them

External Affairs and Communications Committee

Support overall comprehensive marketing and communications strategy. Partner with staff to oversee a consistent and active communication strategy to all stakeholders for program messaging, fundraising, awareness and branding. Ensure the board builds strong and strategic relationships with stakeholders through the integration of the organization's education, public relations, and public policy activities.

Specific responsibilities of the governance committee include:

1. Contribute expertise to assist staff in establishing organizational marketing, branding and communication plans and initiatives.
2. Build on current brand and develop creative marketing outreach programs that will drive new partners and friends.
3. Advise staff on strategies and development for various marketing communications channels and web presences including, electronic/social media (e.g. Facebook, Twitter, LinkedIn, etc), newsletter, public relations, website and printed collateral.
4. Maintain and build relationships with key industry partners and members of the press in conjunction with staff efforts.
5. Identify key speaking engagements for staff and community to help market and brand the center.
6. Work with staff to develop a community relations plan that identifies formal and informal mechanisms to dialogue with the community.
7. Work with staff to develop key messages articulated to stakeholders.
8. Promote the organization's services to the community.
9. Serve as a conduit for communicating with various media outlets.
10. Work with staff to draft policy positions to share with elected officials.
11. Develop criteria to identify and select collaborative partners.
12. Evaluate stakeholder relationships.

Facilities Committee

The Facilities Committee shall serve as a resource to the Administration and will report to the Board of Trustees through the Facilities Chair Report and to regularly review the condition of the campus buildings, grounds, utilities and infrastructure to ensure their adequacy in supporting the mission and vision of the school.

Specific responsibilities of the governance committee include:

1. Evaluate space usage, logistics, and need as they relate to both current and future operations.
2. Review all service contracts as they relate to need, scope, and long term value. Monitor the execution of these agreements and provide feedback as to their effectiveness.
3. Make recommendations to the Finance Committee on proposed maintenance, operations, and future expansion budgets.
4. Assist the Operations Director in carrying out all expenditures as they relate to the scope of this committee in accordance with the Procurement Policy approved by the Board.
5. Assist in defining scope and developing communication to the marketplace.
6. Assist in reviewing proposals to ensure that they are both complete and represent the best value.
7. Assist the Operations Director in developing a plan of action and engaging the appropriate professionals in instances where code, health, or safety concerns are communicated to the Administration or the Board or discovered by this committee.
8. Collaborate with the Foundation on building construction project planning.

Strategic Planning Committee

The Committee on Strategic Planning develops effective approaches to long-range planning for the school. The committee should be an advocate for and play a leadership role in long-range planning and should promote a long-term commitment to keeping all school stakeholders involved and informed.

Specific responsibilities of the governance committee include:

1. Assist and/or facilitate charter renewal application process for the school
2. Review and evaluate approaches to long-range planning and related management improvement and organization development practices in both public and private sector organizations.
3. Recommend ways to implement appropriate planning and management innovations, to include necessary steps to build leadership, management, and staff commitment and skills.
4. Make recommendations to the Board concerning strategic planning and the development and updating of a strategic plan for CHCS including recommendations as to definitions, process, format, content, and timelines.
5. Review CHCS policies, existing and proposed, to assess their impact on strategic planning efforts.
6. Solicit ideas and suggestions for long-range planning initiatives from sources external to CHCS as well as sources within the school community, including the general public, business and community groups and organizations, parents, PTAs, employee organizations, staff, and elected officials.
7. Review and analyze, with the help of the executive director and school staff, reports and recommendations for long-range planning initiatives from sources both external to and

within the county.

8. Review proposed policies and actions recommended by the executive director or proposed changes to existing policies, to further long-range planning.
9. Recommend a process by which the Board can provide ongoing leadership and advocacy for long-range planning, including methods for involving all those with a stake in the future of the school.
10. In collaboration with the External Affairs and Community Relations Committee, Recommend a process for informing and educating the public, elected officials, and CHCS staff on long-range planning, including strategic planning, and its goals.

Executive Committee

The Executive Committee is chaired by the Board Chair. Its two primary responsibilities are to act on behalf of the board on urgent issues when the full board is not able to meet, and to lead the performance evaluation process for the school leader. The limitations of the Executive Committee's authority include:

1. Dissolution of the institution
2. Mergers
3. Hiring or firing of the school leader
4. Electing or removing board members
5. Amending the bylaws
6. Approving or changing the budget
7. Eliminating or adding major programs
8. Resolving Grievances

The Executive Committee is comprised of the Board Chair, Vice Chair, Secretary, Treasurer, and the School Leader, who serves ex-officio. The Executive Committee meets only as needed, but a minimum of two times per year. The Executive Committee can meet in executive session without the school leader when it so chooses, e.g., when leader evaluation is being addressed. Only committee members and invited guests may attend Executive Committee meetings. Minutes of Executive Committee meetings are shared promptly with the full board of trustees to ensure transparency and to keep board members well informed. If the Executive Committee makes significant decisions, the full board will be informed within 24 hours and the decision will be ratified by the full board at the next board meeting.