

Board Review 2/2014

Board Adoption _____

Committee Structure
At Lehigh Valley Charter High School
for the-Arts

In general, there are two types of board committees: standing and ad hoc. Standing committees as described below are permanent committees, established in the organization's bylaws that relate to the ongoing governance of the charter school. Standing committees are designed to be a subset of the board, designed with special expertise, to review and provide oversight to the work of the school at a deeper level than is expected of the full board.. Committees are then expected to provide this overview to the full board so that more informed decisions can be made at the board level.

Ad hoc, or special, committees have limited responsibilities and are created for specific purposes; for example a search committee that manages the search process and recommends a candidate for the charter school administrator position. Ad hoc committees should be instituted for a specific purpose and disbanded when the need for them no longer exists.

In the pages that follow are listed the standing committees and membership along with their respective responsibilities. Please note that the Executive Director and Board President are ex-officio members of all committees.

Committees do not have to be composed of only board members. The Finance Committee may include the Director of Finance and Administration. The Curriculum Committee may include the Principal and Dean of Academic Affairs. The Resource Committee may include the Director of Institutional Development and Advancement.

Committee chairs are members of the Board appointed by the President. They establish meeting dates and agendas in coordination with the administrative representative. Subject to public meeting laws, schedules, agendas and minutes should be published.

Minutes or other records of each meeting shall be kept and published by the chair or administrator and serve to aid in reports to the board.

Executive Committee

General Purpose

The Executive Committee is commissioned by and responsible to the Board of Directors to function on behalf of the Board of Directors in matters of emergency and in interim periods between regularly scheduled board meetings. The Executive Committee shall have and exercise the authority of the Board of Directors provided that such authority shall not operate to circumvent the responsibility and authority vested in the Board of Directors by the by-laws.

Appointments and Composition

1. The Executive Committee shall be composed of the board President, Vice-president, Treasurer, and chairs of the other standing committees.
2. Meetings would be on a monthly basis or as – needed.

Responsibilities

1. Make decisions on behalf of the full board as needed which cannot wait for the full board or on matters delegated to the Executive Committee by the Board of Directors.
2. Respond to the call of the board President or Executive Director for emergency meetings to deal with special problems between regular board meetings.
3. Annually evaluate the Executive Director and submit objectives as part of the planning process and report on same to the board of directors.
4. Provide overall policy guidance for personnel matters in the charter school.
5. Suggest board governance policy and take any action necessary in that regard.
6. Report to the Board of Directors 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 Directors. It has the responsibility for working with the Director of Finance and Administration and the Executive Director 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.

Appointments and Composition

1. The members of the Finance Committee shall be the Treasurer of the board who shall serve as chair, the Director of Finance and Administration, and others appointed by the President with the advice and consent of the board in accordance with the by-laws.

Responsibilities

1. Perform a detailed review of the annual budget prepared by the Director of Finance and Administration and the Executive Director.
2. In collaboration with the Director of Finance and Administration and the Executive Director, review and annually revise a three-year financial forecast and develop long-range financial plans based on the forecast.
3. Review all over-budget expenditures and any budget transfers required. Keep the board of directors informed
4. Annually evaluate its work as a committee and the objectives to which it has committed itself. Report the results to the board of directors.
5. On a monthly basis review current financial reports and all over-budget expenditures and any budget transfers required. Report to the board of directors at regular meetings of the board.
6. Arrange for an annual audit, review the draft audit, and submit it to the Board for approval.
7. Report to the board of directors at regular meetings of the board in a manner determined by the board.

Board Development Committee

General Purpose

The Board Development Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for matters pertaining to Board of Director'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 Directors.

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 directors.
3. Other members of this committee shall be members of the Board of Directors, subject to the conditions stated in the by-laws.

Responsibilities

1. Study the current composition of the board of directors to determine current skills and experience; identify skills and experience needed on the board.
2. Recruit members to serve as members of the board as needed and develop a slate of directors for consideration by the membership 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 directors.
4. Annually submit objectives to the full board as part of the planning and budgeting process if funds are requested.
5. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of directors.
6. Report to the board of directors at regular meetings of the board 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 Directors to review and monitor Development initiatives which include fundraising and other institutional advancement activities.

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 directors.
3. Members of this committee may include the Director of Institutional Advancement and Development, and members of the board of directors, subject to the conditions stated in the by-laws. Additional committee members may be appointed and need not be members of the board of directors.

Responsibilities

1. Review annual fund-raising plan that will generate the funds needed to meet the non-public and non-grant fund-raising goal.
2. Review and monitor fund-raising events and activities that are part of the annual fund-raising plan as well as other activities that are part of institutional advancement.
3. Investigate new resource development projects, activities, and ideas for possible use in the future.
4. Annually submit objectives to the full board as part of the planning and budgeting process if funds are requested.
5. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of directors.
6. Report to the Board of Directors at regular meetings of the board in a manner determined by the board.

Curriculum Committee

General Purpose

The Curriculum Committee is commissioned by and responsible to the board of directors to assist and supervise the creation and maintenance of school curriculum.

Appointments and Composition

1. Appointments of the chair and members of the Curriculum 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 Directors.
3. Members of this committee may include the Principal and Dean of Academic Affairs.

Responsibilities

1. Annually review and assure maintenance and publication of appropriate curricula for the artistic and academic programs.
2. Monitor the effectiveness of instruction in academic and artistic courses.
3. Annually review standardized tests results and ensure students are meeting standards.
4. Where needed, provide guidance and/or review as part of external accreditation efforts and provide overviews to full board.
5. Monitor and recommend new educational approaches and “best practices,” projects, activities, and ideas for possible use in the future.
6. Annually submit objectives or recommendations to the full board as part of the planning and budgeting process if funds are requested to ensure goals are met.
7. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of directors.
8. Report to the board of directors at regular meetings of the board in a manner determined by the board.