

# **St. John Eudes Parish School Board**

## **Outline of Committee Purposes & Responsibilities**

### **EXECUTIVE COMMITTEE**

#### ***Purpose:***

- To provide overall Board leadership and coordination of Board functions and responsibilities;
- To act as liaison with the school administration and Board.

#### ***Responsibilities:***

- To form the Board meeting agenda;
- To monitor the Board calendar;
- To make decisions;
- To support the chairperson/principal;
- To be leaders of the Board;
- To provide for Board member orientation and training with the Committee on Board Members;
- To provide for annual Board evaluation (self evaluation, owner and chief administrator);
- To ensure that all standing and ad hoc committees have written committee charges.

### **MISSION EFFECTIVENESS COMMITTEE**

#### ***Purpose:***

- To formulate and propose to the Board, policies and plans which will ensure that the school maintains and enhances its identity as Catholic and carries out its mission;
- To work with the administration and through the administration, with the staff and faculty on programs designed to publicly enhance the Catholic character and identity of the school.

#### ***Responsibilities:***

- To assist in formulating policies which will enhance the Catholic identity of the school;
- To participate in strategic planning in a way which will ensure the Catholic identity of the school;
- To participate with the school administration in publicly proclaiming and enhancing the Catholic identity and mission of the school;
- To plan and coordinate the annual Board retreat dealing with Catholic identity and mission effectiveness.

### **PLANNING AND POLICY COMMITTEE**

#### ***Purpose:***

- To assist the administration in the formulation of a long-range strategic plan;
- To monitor the strategic plan and review objectives for possible policy;
- To assist the administration in the formulation of policy to guide academic, student, business, development and faith community affairs.

#### ***Responsibilities:***

- To assist the Board and school administration in establishing long-range strategic goals, based on an appropriate assessment and analysis in light of the program's mission statement and annual assumptions;
- To monitor the progress of the strategic plan (goals and objectives) (ongoing);
- To report to the Board (formally, in writing) the progress of yearly objectives (quarterly);
- To develop annual assumptions concerning the internal and external environments surrounding the educational ministries (January);
- To receive from other committees recommendations for next year's planning objectives (February);
- To make recommendations to the Board on all planning objectives for the next year;

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- To draft with the Executive Committee and the school administration an annual report which reviews and summarizes the successes, concerns and hopes for the educational ministries (May, June).
- To review with the principal the annual planning objectives for possible policy implications;
- To research and draft policy language to submit to the Board;
- To conduct consultation on proposed policy, as appropriate;
- To call for the evaluation of newly promulgated policy (usually 6-9 months later);
- To review annually with the principal all policies for timelines and appropriateness to the school program (fall).

#### **BUILDING AND GROUNDS COMMITTEE**

***Purpose:***

- To develop and monitor long-term facility maintenance, capital improvements, security, space utilization and emergency management plans for the school.

***Responsibilities:***

- To design and monitor a long-term maintenance plan for the school;
- To design and monitor a long-term capital improvement plan for the school;
- To design and monitor, with the school administration, security and emergency management plans;
- To outline and recommend to the Board, procedures for use of the school building outside of the school day;
- To assess future facility needs in light of curriculum and enrollment goals;
- To periodically review space utilization plan in light of the school's strategic plan;
- To report regularly to the Board.

#### **FINANCE COMMITTEE**

***Purpose:***

- To monitor the current year budget and to develop and propose to the Board a budget for the next fiscal year;
- To prepare, update and monitor long-range financial plans for the school;
- To oversee, from a policy and planning perspective, business operations of the school.

***Responsibilities:***

- To monitor and report to the Board on the status of the current fiscal year budget (monthly, quarterly and annual report) (actual versus projected);
- To formulate with the president or principal a proposed budget for the upcoming fiscal year. This budget is based on recommendations from all Board committees;
- To recommend to the Board (and its Policy Planning Committee) financial policy that ensures sound and consistent financial management and just salaries, fair tuition increases and payment plans;
- To oversee the school's endowment, including policies for endowment growth, management and distribution of proceeds;
- To formulate with the school administration (and the Policy/Planning Committee) policy concerning the business affairs and activities of the school, including such areas of concern as: Bookstore, Cafeteria, Transportation, Outside Contractors, Purchasing, Insurance, Rental agreements, Contracts;
- To work with the school administration, development office and business office to ensure publication of a comprehensive annual report.

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### **COMMITTEE ON BOARD MEMBERS**

#### ***Purpose:***

- To create a process for recruiting new Board members and to design and implement a process for the selection of Board officers;
- To ensure the strength of the Board and the implementation of its responsibilities by providing appropriate orientations, in-service training and evaluations.

#### ***Responsibilities:***

- To determine annually the membership needs of the Board;
- To actively recruit potential nominees;
- To work with the school administration and Board leadership in preparing and conducting informational meetings for Board nominees;
- To work with the school administration and Board leadership in conducting pre-service orientation training;
- To work with the school administration and Board leadership in carrying out periodic in-service training for Board members;
- To present to the Board at its annual meeting a list of candidates for Board membership;
- To present to the Board at its annual meeting a list of candidates for Board officers;
- To assist the Executive Committee with the annual Board self-evaluation.

### **DEVELOPMENT COMMITTEE**

#### ***Purpose:***

- To assist the Board in carrying out its planning and policy responsibilities with regard to public relations, communications and development/institutional advancement;
- To assist the administration in the implementation of development/institutional advancement programs and efforts.

#### ***Responsibilities:***

- To serve in a leadership role with the administration and the Board in the implementation of a comprehensive communications program;
- To advise and assist the administration in the design and preparation of all public relations materials;
- To advise and assist the administration in the design and preparation of a comprehensive development/institutional advancement plan;
- To serve in a leadership role with the administration and the Board in the implementation of the annual fund drive;
- To assist the administration and the Board in the implementation of alumni and alumni parent events and activities;
- To participate in, and provide leadership for, programs of annual and planned giving and periodic capital campaigns;
- To participate in the identification and solicitation of major donor prospects;
- To report periodically to the Board on development/institutional advancement activities;
- To recommend to the Board (and its Policy/Planning Committee) policies in the area of development/institutional advancement;
- To support the school's Development Director.

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### **MARKETING COMMITTEE**

#### ***Purpose:***

- To assist the Principal, School Board, and Recruitment Team with planning, creating, implementing and monitoring a program to market School for image and enrollment.

#### ***Responsibilities:***

- To assist the Principal, School Board, and Recruitment Team with gathering information used to explore and investigate marketing opportunities.
- To assist the Principal, School Board, and Recruitment Team with creating and writing a marketing plan.
- To assist the Principal, School Board, and Recruitment Team with the implementation of a comprehensive marketing program.
- To assist the Principal, School Board, and Recruitment Team with measuring, assessing and modifying a comprehensive marketing program.
- To periodically report to the School Board on marketing activities.

### **COMMUNICATION COMMITTEE**

#### ***Purpose:***

- To assist the Principal (and Chairperson) in developing a communication plan to promote the School for image and enrollment.
- To assist the Principal (and Chairperson) in implementing the School's communication plan.

#### ***Responsibilities:***

- To assist the Principal with design, layout, copy, and graphics of school communications materials including: Brochures, Newsletters, Annual Reports, Stationary and other Identity Media, and other pieces as deemed appropriate by the Marketing Committee
- To assist the Principal with periodic press releases to local media outlets.
- To assist the Principal with content, design, structure, updating, and publishing the school's web site.
- To work with the Board on communication related projects as they pertain to the school's marketing plan.
- To periodically report to the Board on communication activities.