

# Board Committee Descriptions

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## Finance

**Primary Goals:** To ensure complete and accurate financial reporting to the board and advise on financial issues.

**Tasks:**

- Work with school administration to create the upcoming year's budget and recommend it for Governing Board approval.
- With school administration, monitor implementation of the current approved budget, making recommendations for adjustments as necessary.
- Ensure the school adopts and follows sound fiscal policies and procedures.
- Provide oversight for the open bid process and ensure that multiple quotes are obtained as per financial policy and in compliance with law.
- Ensure compliance with authorizer's fiscal standards.
- Facilitate the annual audit process.
- Regularly report to the Governing Board and annually evaluate the effectiveness of the committee.



## Governance

**Primary Goals:** To ensure that the Governing Board continues to develop professionally and holds itself accountable to best practices in governance.

**Tasks:**

- Develop and execute fair Board member recruitment practices.
  - Identify the skills and experience needed by the Board to effectively govern the school and recruit members to that end.
  - Ensure that each Board member participates in an effective orientation.
  - Ensure that each Board member participates in meaningful ongoing training.
  - Ensure that the Governing Board participates in an annual self-evaluation of effectiveness.
  - Assist the Board in setting measurable goals and tracking progress regularly.
  - Planning and facilitating an annual Governing Board retreat for the purpose of deeper learning.
  - Ensure compliance with authorizer's governance standards.
  - Facilitate the policy review process.
  - Regularly report to the Governing Board and annually evaluate the effectiveness of the committee.
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