**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 Executive Director (ED) and Director of Operations to create the upcoming fiscal year budget; presenting budget recommendations to the Board; monitoring implementation of the approved budget on a regular basis and recommending proposed budget revisions; recommending to the Board appropriate policies for the management of the charter school's assets. The finance committee shall be assisted by the ED and Director of Operations.

**Appointments and Composition**

1. The members of the finance committee shall be the Treasurer of the Board who shall serve as chair, the Chair who shall serve as an ex-officio member, together with other trustees appointed by the Chair with the advice and consent of the Board in accordance with the bylaws.
2. Both the ED and the Director of Operations will be members of the finance committee.
3. Additional committee members may be appointed and need not be members of the Board of Trustees.

**Responsibilities**

1. Prepare an annual budget for the organization in collaboration with the ED and Director of Operations.
2. Also in collaboration with the ED and Director of Operations, develop and annually revise a five-year financial forecast and develop long-range financial plans based on the forecast.
3. Arrange for an annual audit to be provided to the Board of Directors.
4. Arrange for an annual tax return to be prepared, provided to the Board of Directors and filed in a timely manner.
5. Provide oversight of the procurement process.
6. Review monthly financial statements and variances from budget, and recommend action to the Board, as appropriate.
7. Create specific measurable board-level goals for the year as part of the full board planning process.
8. Develop and implement a board-level training program to ensure that all trustees (especially those without a financial background) can be effective stewards of the organization’s financial resources.
9. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.
10. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors.

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**Educational Excellence Committee**

**General Purpose**

The Educational Excellence Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for working with the Executive Director (ED) to define educational excellence, ensure that all board members know the charter promises that were made to the community and the authorizer and to devise clear and consistent measures to monitor these goals.

**Appointments and Composition**

1. Appointments of the chair and members of the Educational Excellence Committee shall be made annually by the chair of the Board with the advice and consent of the Board and the ED and in accordance with the bylaws.
2. The chair of this committee shall be a member of the Board.
3. The committee shall consist of both Board members and non-Broad members, subject to the conditions stated in the bylaws. Additional committee members may be appointed and need not be members of the Board.
4. Members of this committee do not need to have an academic background. Our experience has shown that the best educational excellence committee members are those who are very analytical, are great at digesting data and who ask good questions regardless of background.

**Responsibilities**

It is important to note that this is a governance function, not a management function, and it is anticipated that the ED will have a great deal of input into the work and composition of this committee. The committee’s main role is to assure that educational excellence is defined, and that the board approves annual goals to attain educational excellence.

1. Define and continue to refine what educational excellence means for our charter school.
2. Ensure that all board members understand the key charter promises we have made to our community and to our authorizer.
3. Work with the ED to set annual educational achievement goals (related to rigor, relevance and relationships), to be presented to and approved by the full board.
4. Work with the ED to devise clear and consistent ways to measure progress towards stated goals.
5. Work with the ED to share with the board annual successes, barriers to reaching educational excellence, and strategies to overcome these barriers.
6. Arrange for Board training on issues related to academic oversight and educational achievement, as needed.
7. Create specific measurable board-level goals for the year as part of the full board planning process.
8. Report to the Board at regular Board meetings in a manner determined by the Board.
9. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors.

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**Governance**

Purpose: the governance committee shall identify and carry out all duties associated with Board recruitment (including nominating, orienting, training and evaluating members); shall work with the Executive Director to create, maintain, and insure compliance with all board policies, procedures, bylaws, and legislative issues related to the organization.

Membership: Appointments of the chair and members of the Governance Committee shall be made annually by the chair of the Board with the advice and consent of the Board and the school Director and in accordance with the bylaws.  The committee chair shall be a member of the Board of Directors.

Responsibilities:

1. Analyze the skills and experience needed on the board
2. Create a short-term and long-term Board recruiting strategy
3. In tandem with the board chair and the school Director, create a succession plan for the board officers
4. Recruit board members in accordance with the bylaws
5. Maintain bylaws
6. Develop, document and annually review, procedures for board recruitment
7. Develop an orientation plan for new board members
8. Create and maintain a board member handbook outlining responsibilities, board policies, etc.
9. Assess need, develop, plan and implement board training as needed.
10. Provide feedback to the board chair (and full board as needed), on an annual basis, evaluating the effectiveness of board meetings.
11. Maintain and revise board and personnel policies as needed.
12. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.
13. Provide an annual evaluation to the full BOD as to the effectiveness of the Governance Committee with respect to the committee's objectives.
14. Facilitate the creation of specific measurable board-level goals for the year as part of the full board planning process.

**Facilities -?**

**Development -?**

**Roles of Officers (per ByLaws last updated May 2018)**

(a) President Chair. The President and Chair shall preside at all meetings of the Board and perform such other duties as may be directed by the Board.

(b) Vice Chair. At the request of the Chair, or in his absence or disability, the Vice Chair shall perform all the duties of the Chair and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform such other duties and have such authority as from time to time may be assigned to him by the Board.

(c) Secretary. The Secretary shall keep the minutes of the meetings of the

Board and shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. He shall maintain and authenticate the records of the Corporation and shall be custodian of the records, books, reports, statements, certificates and other documents of the Corporation and the seal of the Corporation, and see that the seal is affixed to all documents requiring such seal. In general, he shall perform all duties and possess all authority incident to the office of Secretary, and he shall perform such other duties and have such other authority as from time to time may be assigned to him by the Board.

(d) Treasurer. The Treasurer shall have supervision over the funds, securities, receipts, and disbursements of the Corporation. The Treasurer shall in general perform all duties and have all authority incident to the office of the Treasurer and shall perform such other duties and have such other authority as from time to time may be assigned or granted to them by the Board.