

Board Committee Roles and Responsibilities

Executive Committee

- Defines excellent school performance based on mission and vision and goals established by your authorizer
- Supports the school leader
- Verifies that school is using student performance data to constructively inform decisions
- Monitors student achievement efforts
- Evaluates the school's performance against neighboring schools, other charters, etc..
- Identifies committee goals, reporting structure, and progress
- Recruits non-board members with educational expertise, as the by-laws allow Responsibilities
- Monitors and maintains board-wide adherence to best practices
- Conducts annual board self-assessment
- Periodic review of board size, composition and profile
- Monitors board member performance
- In charge of onboarding, training, mentoring and support
- Develops short and long-term succession planning
- Recruits for demographic and skill diversity among board members; including diversity of race, gender, age, skill set, perspective and experience andTracks term expirations
- Supports the board chair in designing and executing the annual board goal-setting process
- Aligns committee goals and tracks progress

Finance

- Recommends a budget aligned to the school's strategic priorities
- Ensures the annual budget is prepared in a timely manner
- Oversees the school's financial resources
- Regularly reviews financial statements
- Identifies short and long-term financial challenges before they become urgent
- Serves as an ongoing resource to ensure all board members understand the school's finances
- Provides onboarding and training to ensure all board members understand the school's finances
- Drives progress toward financial goals
- Ensures financial compliance (annual audit is required)
- Confirms and proposes financial policies
- Identifies actions needed to resolve complex financial issues
- Recruits non-board members with educational expertise, as the by-laws allow Responsibilities
- Fundraising
- Recommends organizational fundraising goals for the charter to ensure long-term sustainability
- Leads the board's culture of gift giving
- Develops policies for the board and leadership regarding gift solicitation and recognition
- Establishes a 100% board giving policy
- Arranges fundraising training for the board as needed

CARS Committee

- Monitors progress toward annual fulfillment of fundraising goals
- Partners with school leadership to ensure the board and community are aware of the school's specific fundraising goals
- Raises awareness for the school
- Leverages the board to attend key school and community social and political events
- Promotes the school in the community to cultivate new donor relationships
- Recruits non-board members with educational expertise, as the by-laws allow Responsibilities
- Crafts a compelling and accurate case for support

Policy Committee

- Recruits non-board members with educational expertise, as the by-laws allow Responsibilities
- Serves as a resource to the leader (example: vetting new programming against contractual charter objectives)
- Conducts an annual review of by-laws
- Creates calendar of cyclical board decisions
- Provides leadership and direction for the Boards Advocacy efforts

Facilities Committee

- Recruits non-board members with educational expertise, as the by-laws allow Responsibilities
- This team will continue to be developed as we move forward with the new strategic plan which is in committee

Board Chair and Committee Member Roles and Responsibilities

Committee Chair Responsibilities

The specific duties of committee members vary according to the committee. However, all members of Brighten Academy committees are expected to:

- Plans and coordinates the committee's work for the year in accordance with the goals of Board
- Keeps committee members fully informed. Committee members should be informed of the times of all meetings so that they can make plans to attend. An agenda should be sent out in advance, and minutes should be filed after the meeting.
- Replies promptly to all inquiries concerning problems related to the committee's work.
- Schedules committee meetings.
- Recommends reappointment of effective committee members. Also suggests names of potential committee members.
- Asks the President to remove committee members who are not fulfilling their obligations
- Keeps abreast of the actions of the Board and attends Board meetings.
- Appears before the Board as needed, to report on committee activities or request Board action.
- Informs the President, as appropriate, of changes in committee membership.
- Sends the records of the committee to the new chair when a new chair is appointed.
- Ensures adherence to the sunshine reporting laws as required (meeting notes, communications, etc.).

Committee Member Responsibilities

The specific duties of committee members vary according to the committee. However, all members of Brighten Academy committees are expected to:

- Attend all meetings of the committee.
- Complete all assignments made by the committee chair. Respond promptly to all correspondence from the committee or from the Brighten Academy office.
- Inform the chair of the committee and the Brighten Academy office immediately of any change in address or service on the committee.
- Forward any unique committee material to the committee chair at the end of a committee assignment