



**Board of Director's Policy  
Governance 200 Series**

**Policy # 200.24**

**Standing Committee Policies**

***General Notes and Requirements***

**Appointments and Composition**

1. Members of standing committees shall be appointed by the Board President
2. The Board President shall appoint the chair of each standing committee.
3. Committee members are not required to be members of the Board of Directors, subject to the conditions stated in the bylaws.

**Applicable Laws**

1. All committees shall abide by applicable rules established in the school's charter.
2. All committees shall abide by all applicable federal, state, and local laws.

**General Notes**

It is recommended that committees, or committee sub-bodies, have a membership of at least 5 people to allow for individuals to discuss issues outside of the public meetings. The following table shows the relationship between committee size and the number of members that may discuss issues outside of a public meeting, per the requirements of the Open Meetings Act.

Committee Size	Number of Members Allowed to Discuss Committee Business Outside of a Public Meeting
4 or less	0
5-9	2
10-13	3
14-17	4

*Consult with the Illinois Open Meetings Act for detailed information regarding discussions between committee members.*

## ***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 to ensure the financial well-being of the district; 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 Executive Director or other staff assigned by the Executive Director.

### **Appointments and Composition**

The members of the finance committee shall include the Board Treasurer and the Board President together with other members appointed by the Board President. Additional members are not required to be members of the Board of Directors.

### **Responsibilities**

1. Monitor the financial condition of the organization to ensure PCCS meets the financial requirements in our charter agreement.
2. Prepare an annual budget for PCCS in collaboration with the Executive Director.
3. In collaboration with the Executive Director, develop and annually revise a three- year financial forecast and develop long-range financial plans based on the forecast.
4. Arrange for an annual audit to be provided to the Board of Directors.
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 directors (especially those without a financial background) can be effective stewards of the school'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 the same to the Board of Directors.
11. The Finance Committee shall, at a minimum, meet once per quarter.



## ***Governance Committee***

### **General Purpose**

The governance committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for matters pertaining to Board of Directors recruitment, nominations, orientation, training, and evaluation in accordance with the bylaws of the 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 Governance Committee shall be made annually by the Board President.
2. Committee members are not required to be members of the Board of Directors.

### **Responsibilities**

1. Ensure PCCS meets the governance requirements in our charter agreement.
2. Review and revise policies, bylaws, and procedures for the Board of Directors.
3. Provide oversight of Administrative policies and procedures.
4. Analyze the skills and experience needed on the Board.
5. Create a short and long-term board recruitment strategy.
6. Work with Board President and Executive Director on a succession plan for board officers.
7. Recruit members to serve as members of the Board and develop a slate of directors for consideration by the membership at the annual meeting in accordance with selection/election procedures outlined in the bylaws and Board policies.
8. Develop and review annually the procedures for Board recruitment.
9. Develop an orientation and training plan for new Board directors.
10. Assist in the planning of Board retreats and other deeper strategy sessions, as needed.
11. Develop and revise a Board member handbook outlining the responsibilities of the Board and Board members, Board policies, and other relevant information.
12. Conduct board education as needed.
13. Create specific measurable board-level goals for the year as part of the full board planning process.
14. Evaluate the effectiveness of board meetings and make recommendations for improvement to the chair and the full board as needed.
15. Annually coordinate an evaluation of the full board and individual directors.
16. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.
17. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors.
18. Review the progress of the strategic plan with the Administration, and report the progress to the Board of Directors.
19. The Governance Committee shall, at a minimum, meet once per quarter.



## ***Development Committee***

### **General Purpose**

The development committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for raising non-grant funds to support the school's mission.

### **Appointments and Composition**

1. Appointments of the chair and members of the development committee shall be made annually by the Board President.
2. Committee members are not required to be members of the Board of Directors.

### **Responsibilities**

1. Create Board development policies and provide oversight for administrative development procedures.
2. Develop annual and multi-year fundraising plans that will generate the funds needed to meet the non-public and non-grant fundraising goal.
3. Coordinate the implementation of the fundraising plan with fundraising efforts by senior staff, parents, and other volunteers.
4. Develop the necessary sub-committee systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan; supervise the functions of the sub-committees
5. Develop a plan for involving all Board directors in the non-grant resource development activities of the charter school.
6. Arrange for Board training on development issues, 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 of Directors at regular meetings of the Board 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.



## **Academic Excellence Committee**

### **General Purpose**

The Academic Excellence Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for working with the Executive Director to define academic 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 Academic Excellence Committee shall be made annually by the Board President.
2. Committee members are not required to be members of the Board of Directors.

### **Responsibilities**

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

1. Define and continue to refine what academic excellence means for our charter school.
2. Ensure that all board members understand the key academic charter promises we have made to our community and to our authorizer.
3. Work with the Executive Director to devise clear and consistent ways to measure progress towards stated goals.
4. Work with the Executive Director to set annual academic achievement goals, to be presented to and approved by the full board.
5. Work with the Executive Director to share with the board annual successes, barriers to reaching academic excellence, and strategies to overcome these barriers.
6. Arrange for Board training on issues related to academic oversight and academic 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 of Directors at regular meetings of the Board 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.



### **Adoption Dates:**

Adopted: September 24, 2013