

## **Committees of the Board of Directors**

The standing committees of the Board of Directors shall be:

- Executive Committee
- Mission Effectiveness Committee
- Policy and Planning Committee
- Buildings and Grounds Committee
- Finance Committee
- Committee on Directors
- Development/Advancement Committee

Committee Charges - Committee chairpersons must be Directors, although committee members may be drawn from outside the Board of Directors. The President of the school who is an administrative officer of the Board of Directors shall be an ex-officio member of all standing committees.

Special or Ad Hoc Committees - Special or ad hoc committees shall be established by action and approval of the Board of Directors.

### **Executive Committee**

The Executive Committee is composed of the Chief Administrative Officer (President of the School) the Chairperson of the Board, the Vice Chairperson of the Board and the Secretary of the Corporation. This committee sets the agendas for the meetings and oversees the work and functioning of the Board. They are responsible for the overall advancement of the strategic plan.

### **Mission Effectiveness Committee**

Tasks of the Mission Effectiveness Committee include:

- Ensuring that the goals of the entire NDA school program, academic and co-curricular, especially the Religion program and Campus Ministry, clearly reflect the Vision and Educational Principles of the Sisters of Notre Dame and uphold our Catholic Heritage in terms of mission, community, liturgy, and service.
- Ensuring that the values of the Sisters of Notre Dame Vision and Educational Principles, as well as our fundamental Catholic beliefs, are clearly articulated in the NDA Schools' philosophy, mission, outcomes and statements, and reflected in school publications and school generated internet/social media sites.
- Ensuring that appropriate in-service is taking place to acquaint all school personnel and publics with the Charism and Mission of the Sisters of Notre Dame.

### **Policy and Planning Committee**

This committee guides the school administration at the broadest level as it evaluates existing programs while assisting with the development of new ones at the policy level.

Tasks of the Policy and Planning Committee include:

- Monitoring the internal processes for the on-going development and review of curriculum and staffing in light of the mission of the school, its accrediting agency, and school-wide standards of basic skill development for all students.
- Reviewing academic and personal counseling services for students.
- Monitoring the effectiveness of communication channels between the students, faculty, and the administration.
- Overseeing the effectiveness of the formational and professional development programs for faculty/staff.
- Assisting the administration in the development of fair and adequate policies for teacher supervision and evaluation.
- Review student recruitment and admissions policies to ensure conformity with the goals of Notre Dame Sponsored Schools.
- Ensuring that student academic and discipline policies reflect the school's mission and are effectively implemented.
- Reviewing, with the assistance of legal counsel, all handbooks and manuals to ensure that they are consistent with California State Law and comport with the Sisters of Notre Dame values and educational principles.
- Monitoring NDAS policies on employee complaints with regard to illegal activities in the organization, including non-retaliatory provisions.
- Monitoring NDAS policies on document retention and destruction, including electronic documents.
- Reviewing Director and Officers liability protection.
- Ensuring, with outside counsel, compliance with all applicable requirements of federal, state and local regulatory agencies.

### **Building and Grounds Committee**

This committee provides oversight for the physical plant including maintenance of existing facilities and property while planning for new construction as needed.

Tasks of this committee include:

- Developing a comprehensive space assessment and facilities plan that guides facilities management.
- Overseeing the plan for preventive maintenance.
- Evaluating facilities in light of safety, fire and health concerns.
- Guiding the schools in assessing and prioritizing needs and goals.
- Overseeing the strategic plan implementation.
- Communicating with Finance and Development Committees.

## **Finance Committee**

This committee recommends an annual budget to the Board, oversees implementation of the budget, manages investments, reviews internal controls and audits, monitors the quality of financial management within the school and tracks financial trends.

Tasks of the Finance Committee include:

- Development of a comprehensive and strategic financial plan that guides the work of the committee.
- Monitoring the internal processes for the development of the annual budget to ensure that they are effective and inclusive.
- Ensuring that the approved budget is adhered to throughout the year.
- Analysis of effectiveness of employee salary and benefit package.
- Review of budget projections annually.
- Coordinate with the Foundation in the development of investment policies which reflect moral and social responsibility.
- Assessing the performance of the investment portfolio for the schools maintained in the Foundation and the management of those funds.
- Insuring the annual budget reflects adequate financial aid for economically disadvantaged families and that the process for the distribution of financial aid insures that families most in need receive adequate funding.
- Development of a contingency fund.
- Searching for and recommending the independent auditor for Board approval. • Reviewing the annual audit and recommending it for Board approval. • Developing and monitoring the implementation of the school's internal controls. • Monitoring the implementation of the approved recommendations of the auditor's management letter.

## **Committee on Directors**

This committee addresses the composition of the Board by identifying, recruiting, and nominating new Board members. The committee is responsible for the orientation of new members, and facilitates the Board's self-assessment. The committee promotes best practices in Board governance by coordinating with the Executive Committee to provide professional development and ongoing education.

The tasks of the Committee on Directors include:

- Facilitate, with the support of the President and staff, Board self-assessment and undertake other assessments/evaluations in order to develop criteria for re-nomination of sitting members whose terms are up and for nomination of new Board members.
- Review criteria with the Board and enlist Board members and others to assist with identifying candidates.
  - Identify candidates and gather, with the support of the President and staff, sufficient

information to insure a reasonable and thorough evaluation of the candidates. • Interview candidates to ascertain their interest and qualifications to serve on the Board.

- Nominate the slate of new Board members to be elected by the Board, and present the slate to the Member for approval.
- With the support of the President and staff, provide an annual orientation for new Board members, and maintain a Directors' Handbook to serve as a resource for all members of the Board.
- Coordinate with the Mission Effectiveness committee to provide formation for the Board on the SND charism and mission of the schools.
- Suggest other professional development programs or activities to the Executive Committee.

### **Advancement Committee**

The purpose of the Advancement Committee is to ensure that Notre Dame Academy Schools has an Institutional Advancement program that creates a culture of giving and meets its fundraising goals through effective communications, marketing and outreach programs.

The Advancement Committee will:

- contribute to the development of clearly articulated fundraising priorities and goals that support Institutional Advancement programs and promote the school's relationships with diverse constituencies.
- monitor the coordination of fundraising efforts throughout the school and its various constituencies including annual giving, capital giving, planned giving, major giving and foundations and corporate support programs.
- support fundraising goals by identifying prospects for major gifts to the school, assisting the President in donor cultivation and solicitation and educating Board members regarding their responsibilities as volunteers and donors.
- monitor the overall annual and capital goals and ensure that resources are in place to effectively achieve fundraising objectives.
- insure that the branding/marketing/communications plan is consistent with the Schools' mission and values.
- maintain a liaison with the Budget and Finance Committee to ensure coordination between Advancement and Finance.
- recommend policies and guidelines to the Board for accepting and managing philanthropic gifts.
- ensure that the cultivation, stewardship and recognition of donors is appropriate. • conduct an annual self-evaluation of the performance of the Committee, and the effectiveness and compliance with this charter.