



Prepare | Explore | Empower

Committee Formation Policy

PURPOSE

The Academy Board of Directors uses a structure of committees to improve the Board's ability to effectively govern. The Board is the keeper of the vision for the school and develops policy to focus attention and resources to achieve the vision and mission of the school. The Board strives to reflect the community's values in its policies and commits itself to an ongoing effort to engage all Academy stakeholders whenever possible.

To achieve this goal, the Board acknowledges the importance of committees to support the governance of the school. Committees provide the Board with additional expertise and a broader perspective on issues that face the school. The Board needs committees that can go more in depth on issues when needed and provide meaningful recommendations based on data to aid the work of the Board. Committees contribute to the educational program of the school by conducting studies, identifying problems, or developing recommendations to assist the board in making decisions.

The Academy Board will primarily use two types of committees - Ad hoc committees and Standing committees.

AD HOC COMMITTEES

Ad hoc committees will be formed by the board at such times and for such purposes as the Board may deem necessary. They will be given a clear charge with clearly defined expectations including reporting requirements. The ad hoc committee will be dissolved upon accomplishing that charge. Membership in ad hoc committees will be broadly representative of the school's populations, and will be chosen from among the various Academy stakeholders who have shown an interest in education or who have special knowledge or expertise relating to the committee's purpose. Once activated, an ad hoc committee will report periodically to the Board as directed.

STANDING COMMITTEES

The Academy will have two standing committees – a SACademic Committee and a Finance

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Committee. Each committee will have two co-chairs. One co-chair will be the Executive Director (ED) or a member of the administration designated by the ED. The second co-chair may be any other member of the committee but will usually be a Board member participating on that committee.

COMMITTEE RESPONSIBILITIES

Each committee will have the following responsibilities:

- Provide data analysis of results in relationship to assigned strategic goals;
- Report to the Board using an identified committee reports template;
- Ensure policies and procedures are working as designed;
- Regularly review and recommend changes (as needed) to assigned policies; and
- Other tasks as assigned by the Board and/or detailed in the committee's Roles and Responsibilities.

Each committee will be required to develop and maintain the following documentation:

- Committee Roles and Responsibilities that describe the purpose, general tasking, reporting requirements and general make-up of the committee (job description);
- Committee calendar of events that describes the recurring tasking of the committee designed to meet the requirements identified by the Board; and
- Committee Meeting schedule that publishes dates and times of committee meetings.

The Board of Directors at The Academy approved the Committee Formation Policy on Monday, April 27, 2026.


Board Chairperson


Date

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