**Sample Board Committee Charters**

# Academic Committee Charter

## Purpose

The primary purposes of the Academics Committee are to:

* support the principal to ensure the school achieves academic excellence; and
* ensure academic programming fulfills all necessary requirements and has the necessary resources to meet academic goals, and when it does not, adjustments are proposed as needed.

## Responsibilities

* Act as a thought-partner to school staff in establishing and meeting academic performance goals for the school
* Review the Academic Dashboard with the principal monthly
* Act as parent/guardian and employee ombudsman as needed
* Ensure appropriate engagement of Board members in school events

## Governance

* The Board Chair will select the Chair of the Academics Committee and the Committee Chair will serve at the pleasure of the Board.
* Committee members will be selected to join the committee based on preferences indicated and decisions made by the Executive Committee to ensure distributed membership on all committees.
* Committee members should have a background in education programming.
* Members of the Committee shall be free from any relationship that, in the opinion of the Board, would interfere with the exercise of their independent judgment as a member of the Committee.
* In addition, the Chair of the Academics Committee may designate other individuals not serving as Directors who can contribute their time and expertise to the betterment of the organization as (non-voting) Academics Committee member.

# Board Governance Committee Charter

## Purpose

The primary purposes of the Board Governance Committee are to:

* ensure the Board has the proper structure and composition to support the needs of the organization;
* ensure Board members receive Board member expectations, job descriptions, and continuing education to fulfill their duties and support the needs of the organization; and
* ensure the Board is continuously improving its effectiveness as a unit.

## Responsibilities

* Make recommendations regarding the size, composition and operations of the Board, addressing, without limitation:
	+ Governance structure (advisory boards, associate boards, etc.) and number of Board members
	+ Annual meeting calendar (frequency and topic areas)
* Develop, disclose, and manage a process for identifying, evaluating, recruiting and nominating new Board member candidates.
* Determine the desired qualifications and criteria for Board members, including skills, experience, qualities, desired diversity, etc.
* Conduct periodic needs assessment and gap analysis to assess the Board’s current composition and identifying missing needed qualities and characteristics
* Develop job descriptions and expectations for Board members
* Draft a development plan for continuously cultivating new prospects
* Oversee Board candidate pipeline and contribute to search process, recruitment process, nomination process, and approval process
* Conduct an annual evaluation of the overall effectiveness of the Board, including the following areas:
* Board's structure, size and composition, and terms
* Committee structure purpose, operations and composition, and terms
* Board's independence, commitment, and accountability
* Board member and management satisfaction
* Board's involvement in setting the organization’s strategy and monitoring its execution
* Board's oversight of management and monitoring of management succession planning
* Board's focus on the most critical issues and risks
* Clarity between the roles of the Board and management
* Adequacy of access to information, employees and experts in a timely manner
* Appropriateness of each of the committee charters and the functioning of the committees with respect to those charters
* Make recommendations to the Board for changes as appropriate in the spirit of continuous improvement
* Develop and recommend to the Board a set of corporate governance guidelines and keep abreast of developments with regard to corporate governance to enable the Committee to make recommendations to the Board in light of such developments as may be appropriate
* Oversee the development and implementation of an effective orientation program for new members of the Board as well as a process for continuing to educate all members on their responsibilities and knowledge needed to perform their duties effectively
* Ensure a Board Chair succession plan is in place

## Governance

* The Board Chair will select the Chair of the Board Governance Committee and the Committee Chair will serve at the pleasure of the Board.
* Committee members will be selected to join the committee based on preferences indicated and decisions made by the Executive Committee to ensure distributed membership on all committees.
* Committee members should have a strong background in board development or governance.
* Members of the Committee shall be free from any relationship that, in the opinion of the Board, would interfere with the exercise of his or her independent judgment as a member of the Committee.
* In addition, the Chair of the Board Governance Committee may designate other individuals not serving as Directors who can contribute their time and expertise to the betterment of the organization as (non-voting) Board Governance Committee members.

# Development Committee Charter

## Purpose

The primary purposes of the Development Committee are to:

* support the school principal in developing fundraising strategies and processes; and
* organize and lead the Board’s role in supporting organization fundraising efforts.

## Responsibilities

* Work with the principal and staff to set policies and strategic goals for fundraising for the current and future fiscal year(s)
* Develop policies, plans, procedures, and schedules for Board involvement in fundraising
* Set minimum guidelines for Board member contributions and then solicit those contributions
* Assists the principal and staff in identification and evaluation of potential donors (individuals, foundations, and corporations)
* Assist the principal and staff in the solicitation of gifts and grants and other activities in connection with annual and other continuing development activities
* Assist the principal and staff in fostering partnerships with community organizations, nonprofit foundations, and corporate entities that support education
* Familiarize Board members with fundraising techniques

## Governance

* The Board Chair will select the Chair of the Development Committee and the Committee Chair will serve at the pleasure of the Board.
* Committee members will be selected to join the committee based on preferences indicated and decisions made by the Executive Committee to ensure distributed membership on all committees.
* Committee members should have a strong background in development, fundraising, or event planning.
* Members of the Committee shall be free from any relationship that, in the opinion of the Board, would interfere with the exercise of his or her independent judgment as a member of the Committee.
* In addition, the Chair of the Development Committee may designate other individuals not serving as Directors who can contribute their time and expertise to the betterment of the organization as (non-voting) Development Committee members.

# Finance/Audit/Risk Management Committee Charter

## Purpose

The primary purposes of the Finance, Audit, and Risk Management Committee are to ensure:

* the organization has the financial ability to achieve its mission;
* the funds entrusted to the organization by the public and by its private donors are properly handled;
* the organization fulfills its financial commitments to employees and service providers;
* the organization complies with federal, state, and other reporting requirements; and
* the organization is protected from financial, legal, and organizational risk.

## Responsibilities

* Review annual budget and make recommendations to the Board on its adoption, including comments on expense levels, revenue sources, capital asset investments, financing activities, contractual obligations, and adequacy of provision for reserves
* Advise Board regarding (or directly approve) major spending, borrowing, lending, and other major financial actions
* Assist the executive staff and/or designated staff members concerning the preparation and presentation of annual budget to Board, including monthly cash flow projections and proposed financial commitments
* Undertake a review, at least annually, of the long-range financial objectives of the organization and their ability to sustain the organization and the accomplishment of its stated mission and programs
* Report to Board annually on long-range financial objectives, including recommendations for revision as appropriate
* Develop, maintain, and oversee financial policies and controls
* Establish such periodic budget tracking and reporting standards as are appropriate to the needs of the Committee and the Board
* Appoint the independent auditors to be engaged by the organization and establish the fees of the independent auditors
* Review with the independent auditors the adequacy of the organization’s internal controls and any related significant findings and recommendations of the independent auditors, together with management’s responses thereto
* Acquire financial policy compliance monitoring data by:
* Internal report, in which the principal discloses compliance information to the Board;
* External report, in which an external disinterested third-party auditor selected by the Board assesses compliance with board policies;
* Direct inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.
* Ensure organizational compliance with charter laws and authorizer policies
* Stay abreast of local charter landscape as it pertains to policies and procedures
* Develop crisis management plan

## Governance

* The Board Chair will select the Chair of the Finance, Audit, and Risk Management Committee and the Committee Chair will serve at the pleasure of the Board.
* Committee members will be selected to join the committee based on preferences indicated and decisions made by the Executive Committee to ensure distributed membership on all committees.
* Committee members should have a strong background in accounting, finance, or business.
* The Board Treasurer will serve as Finance, Audit, and Risk Management Committee Chair.
* Members of the Committee shall be free from any relationship that, in the opinion of the Board, would interfere with the exercise of his or her independent judgment as a member of the Committee.
* In addition, the Chair of the Finance, Audit, and Risk Management Committee may designate other individuals not serving as Directors who can contribute their time and expertise to the betterment of the organization as (non-voting) Finance, Audit, and Risk Management Committee member