

Board of Trustees

Committee: Executive Committee

Primary Purpose of Committee: The Executive Committee is charged to ensure the efficient and lawful operation of the school between meetings of the BOT and to ensure that regular monthly meetings of the BOT are productive.

Committee Accountability and Members:

The Executive Committee is composed of all standing officers of the Board (Chairman, Vice Chairman, Secretary, and Treasurer) and the director of the school. It is chaired by the Board Chairman.

Primary Responsibilities of Committee:

Plan agenda for all meetings of the BOT	<ul style="list-style-type: none">• Ensure that monthly meetings of the BOT include updates on progress toward meeting annual goals, trustee training, and discussion of issues that require BOT action
Address issues that pose immediate risk to the school	<ul style="list-style-type: none">• As required, work with the director of the school to address issues that require immediate BOT action because they pose financial or other risks to the school• Convene special meetings of the BOT to address issues that require immediate action of the full Board, and which cannot wait until the next regular BOT meeting
Plan annual Board retreat	<ul style="list-style-type: none">• Ensure that BOT sets appropriate goals for the upcoming school year which will help ensure compliance with the school's accountability plan, the long-term fiscal health of the school, and a successful charter renewal every five years• Ensure that the BOT engages in strategic and long-term planning to continually improve and strengthen the school