



St. Joseph School

School Board Roles & Responsibilities

What to Expect

- Define School Board Roles & Responsibilities
- Define Committees Roles & Responsibilities
- Review our gifts and talents
- Assess needs for additional board members
- Make a plan for upcoming month

Agenda

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Types of Boards

- No Board
- Advisory Board
- Consultative Board
- Board of Limited Jurisdiction
- Jurisdictional Board

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Board of Limited Jurisdiction

A board with limited jurisdiction, also called a policy-making board, is a body that participates in the policy-making process by formulating, adapting, and enacting policy. The board has been delegated final authority to enact policy regarding certain areas of institutional operation, although its jurisdiction is limited to those areas of operation that have been delegated to it by the constitution and/or bylaws, and approved by the delegating church authority

Board Composition

- 9-17 members (directors)
 - Parents comprising no more than 40% of the board
 - Alumni & Parent of Alumni
 - Leaders within civic, business & professional communities
 - Parishioners
- 90% of the board of directors shall be practicing Catholics in good standing with the Church

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Board Responsibilities

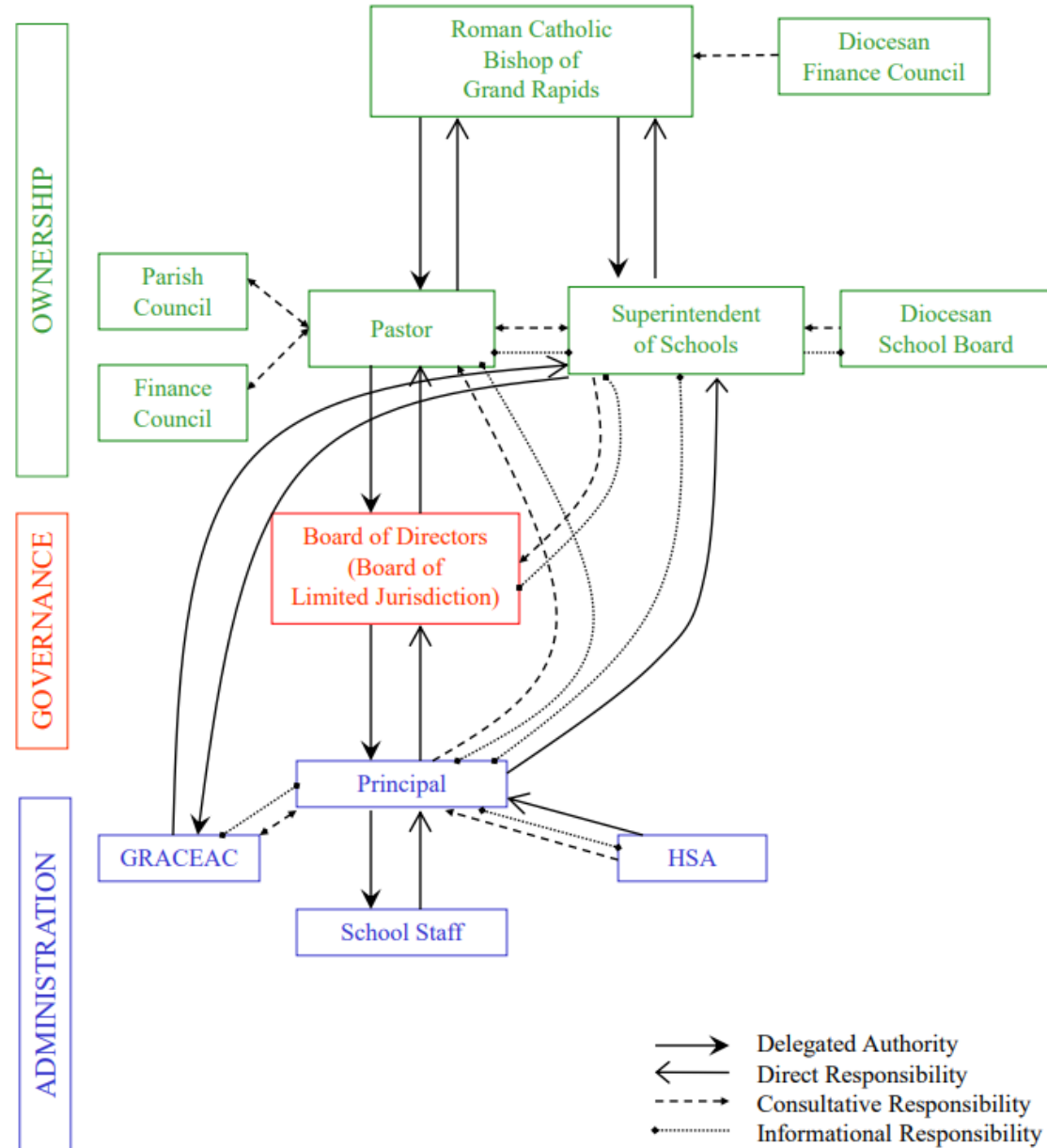
1. Strategic planning
2. Formulation of some local school policies
3. Evaluation of effectiveness of policies, plans, board operations and mission
4. Oversight of financial operations
5. Oversight of and participation in institutional advancement/development programs
6. Mission Effectiveness

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GUIDELINES FOR CATHOLIC SCHOOL GOVERNANCE

Parish-Owned Elementary Schools – Pastor



See Bylaws and Descriptors for a more complete description of this diagram

3/18/11 Rev. 5/05/11

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Committees

1. Executive
2. Mission Effectiveness
3. Committee on Directors
4. Policy & Planning
5. Finance
6. Building & Grounds
7. Development
8. Marketing
9. Communications

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Executive Committee

Purpose:

- To provide overall Board leadership and coordination of Board functions and responsibilities;
- To act as liaison with the school administration and Board.

Responsibilities:

- To form the Board meeting agenda;
- To monitor the Board calendar;
- To make decisions;
- To support the principal;
- To be leaders of the Board;
- To provide for Board member orientation and training with the Committee on Directors;
- To provide for annual Board evaluation (self evaluation, owner and chief administrator);
- To ensure that all standing and ad hoc committees have written committee charges.

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Committee on Directors

Purpose:

- To create a process for recruiting new Board members and to design and implement a process for the selection of Board officers;
- To ensure the strength of the Board and the implementation of its responsibilities by providing appropriate orientations, in-service training and evaluations.

Responsibilities:

- To determine annually the membership needs of the Board;
- To actively recruit potential nominees;
- To work with the school administration and Board leadership in preparing and conducting informational meetings for Board nominees;
- To work with the school administration and Board leadership in conducting pre-service orientation training;
- To work with the school administration and Board leadership in carrying out periodic in-service training for Board members;
- To present to the Board at its annual meeting a list of candidates for Board membership;
- To present to the Board at its annual meeting a list of candidates for Board officers;
- To assist the Executive Committee with the annual Board evaluation (self-evaluation, owner evaluation and chief administrator).

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Planning & Policy Committee

Purpose:

- To assist the administration in the formulation of a long-range strategic plan;
- To monitor the strategic plan and review objectives for possible policy;
- To assist the administration in the formulation of policy to guide academic, student, business, development and faith community affairs.

Responsibilities (Planning):

- To assist the Board and school administration in establishing long-range strategic goals, based on an appropriate assessment and community-wide SWOT analysis in light of the program's mission statement and annual assumptions; To monitor the progress of the strategic plan (goals and objectives) (ongoing);
- To report to the Board (formally, in writing) the progress of yearly objectives (quarterly);
- To develop annual assumptions concerning the internal and external environments surrounding the educational ministries (January);
- To receive from other committees recommendations for next year's planning objectives (February);
- To make recommendations to the Board on all planning objectives for the next year;
- To draft with the Executive Committee and the school administration an annual report which reviews and summarizes the successes, concerns and hopes for the educational ministries (May, June).

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Responsibilities (Policy):

- To review with the principal the annual planning objectives for possible policy implications;
- To research and draft policy language to submit to the Board;
- To conduct consultation on proposed policy, as appropriate;
- To call for the evaluation of newly promulgated policy (usually 6-9 months later);
- To review annually with the principal all policies for timelines and appropriateness to the school program (fall).

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Building & Grounds Committee

Purpose:

- To develop and monitor long-term facility maintenance, capital improvements, security, space utilization and emergency management plans for the school.

Responsibilities:

- To design and monitor a long-term maintenance plan for the school;
- To design and monitor a long-term capital improvement plan for the school;
- To design and monitor, with the school administration, security and emergency management plans;
- To outline and recommend to the Board, procedures for use of the school building outside of the school day;
- To assess future facility needs in light of curriculum and enrollment goals;
- To periodically review space utilization plan in light of the school's strategic plan; To report regularly to the Board.

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Finance Committee

Purpose:

- To monitor the current year budget and to develop and propose to the Board a budget for the next fiscal year;
- To prepare, update and monitor long-range financial plans for the school;
- To oversee, from a policy and planning perspective, business operations of the school.

Responsibilities:

- To monitor and report to the Board on the status of the current fiscal year budget (monthly, quarterly and annual report) (actual versus projected);
- To formulate with the president or principal a proposed budget for the upcoming fiscal year. This budget is based on recommendations from all Board committees;
- To recommend to the Board (and its Policy/Planning Committee) financial policy that ensures sound and consistent financial management and just salaries, fair tuition increases and payment plans;
- To oversee the school's endowment, including policies for endowment growth, management and distribution of proceeds;
- To formulate with the school administration (and the Policy/Planning Committee) policy concerning the business affairs and activities of the school, including such areas of concern as:
 - Bookstore;
 - Cafeteria;
 - Transportation;
 - Outside contractors;
 - Purchasing;
 - Insurance;
 - Rental agreements;
 - Contracts.
- To work with the school administration, development office and business office to ensure publication of a comprehensive annual report.

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Development Committee

Purpose:

- To assist the Board in carrying out its planning and policy responsibilities with regard to public relations, communications and development/institutional advancement;
- To assist the administration in the implementation of development/institutional advancement programs and efforts.

Responsibilities:

- To serve in a leadership role with the administration and the Board in the implementation of a comprehensive communications program;
- To advise and assist the administration in the design and preparation of all public relations materials;
- To advise and assist the administration in the design and preparation of a comprehensive development/institutional advancement plan;
- To serve in a leadership role with the administration and the Board in the implementation of the annual fund drive;
- To assist the administration and the Board in the implementation of alumni and alumni parent events and activities;
- To participate in, and provide leadership for, programs of annual and planned giving and periodic capital campaigns;
- To participate in the identification and solicitation of major donor prospects;
- To report periodically to the Board on development/institutional advancement activities;
- To recommend to the Board (and its Policy/Planning Committee) policies in the area of development/institutional advancement;
- To support the school's Development Director (if applicable).

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Marketing Committee

Purpose:

- To assist the Principal, Board, and Recruitment Team with planning, creating, implementing and monitoring a program to market St. Joseph School for image and enrollment.

Responsibilities:

- To assist the Principal, Board, and Recruitment Team with gathering information used to explore and investigate marketing opportunities.
- To assist the Principal, Board, and Recruitment Team with creating and writing a marketing plan.
- To assist the Principal, Board, and Recruitment Team with the implementation of a comprehensive marketing program.
- To assist the Principal, Board, and Recruitment Team with measuring, assessing and modifying a comprehensive marketing program.
- To periodically report to the Board on marketing activities.

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Communications Committee

Purpose:

- To assist the Principal in developing a communication plan to promote St. Joseph School for image and enrollment.
- To assist the Principal in implementing St. Joseph School's communication plan.

Responsibilities:

- To assist the Principal with design, layout, copy, and graphics of school communications materials including:
 - Brochures
 - Newsletters
 - Annual reports
 - Stationary and other identity media
 - Other pieces as deemed appropriate by the Marketing Committee
- To assist the Principal with periodic press releases to local media outlets.
- To assist the Principal with content, design, structure, updating, and publishing the school's web site.
- To work with the Board on communication related projects as they pertain to the school's marketing plan.
- To periodically report to the Board on communication activities.

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Our Gifts & Talents

- **Review the list of experience & LYS Talents**
- **Which of these gifts and talents do you possess?**
- **Which committee(s) are you most drawn to?**
- **Complete your info form online**
 1. Executive
 2. Mission Effectiveness
 3. Committee on Directors
 4. Policy & Planning
 5. Finance
 6. Building & Grounds
 7. Development
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Let's Make a Plan

- 1. Read the training articles provided by DoGR**
- 2. Meet with your committee team (or start to work on it yourself if no team)**
 - 1. What 1 project should you start with? Why?**
 - 2. What other projects do you want to address this year?**
 - 3. What questions do you have as a committee?**
- 3. Bring 1 potential new board member to next meeting**
- 4. Reach out to Nickie with questions**

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Thank you!

Questions?
Comments?

