

Corlears School Board Of Trustees: Committee Descriptions

Executive Committee

The Executive Committee consists of the Chair, the Vice-Chair, the Secretary, the Treasurer, the Head of School and up to three additional Trustees that shall have been designated by the Chair and approved by the Board.

Governance Committee

The Governance Committee oversees governance policies and practices. Additionally it identifies, cultivates, and nominates prospective Trustees. It is also responsible for the annual Head of the School evaluation.

Attributes of a Governance Committee member:

- Strong sense of propriety and appreciation of a Board's fiduciary duty
- Broad knowledge of the community for purposes of recruiting new trustees
- Familiarity with legal requirements for Boards is a plus
- Some background in review processes is also a plus

Advancement Committee

The Advancement Committee is responsible for considering and recommending school-wide policies and practices concerning fundraising initiatives, enrollment management, and internal and external communications.

Attributes of an Advancement Committee member:

- An active community member who is willing to engage other parents and stakeholders
- Comfortable asking other community members to join them in giving
- Willing to engage their peers on the Board
- Has a vision for an overarching communications strategy
- Can be a strategic advisor to a broad range of staff
- Marketing, development, or PR experience is a plus

Finance Committee

The Finance Committee monitors and supervises the financial affairs of the Corporation and consults with the Head of School in preparation of the annual budget. It is also responsible for reviewing the liability insurance covering the school, its Trustees, officers, employees and volunteers.

Attributes of a Finance Committee member:

- General comfort with numbers
- Practical, commercial instincts

- Ability to balance the school's financial needs with one's own interests
- Supporting financial strategies that aid in retention and admissions
- Familiarity with financing structures and ability to interact with the bank are pluses
- Understanding of non-profit financing is also a plus

Audit Committee

The Audit Committee is responsible for overseeing the accounting and financial reporting processes of the corporation and the audit of its financial statements. The committee meets with the auditor independent of school management.

Partnership for Equity and Inclusion Task Force

The Partnership for Equity and Inclusion Task Force reviews school policies and governance to further the School's mission as relates to diversity, equity, and inclusion (DEI). It also works across the other committees to assure all Board work has a DEI lens.

Attributes of a Partnership for Equity and Inclusion Task Force member:

- Strong commitment to social justice
- Comfortable talking about topics that can often make others uncomfortable
- Willingness to question fellow Board members about DEI topics in committee work
- Open to pursuing additional DEI training beyond what Board members receive or is available to the broader Corlears community
- Experience implementing DEI approaches in other organizations is a plus