

File: AR-BDF

## ADVISORY COMMITTEES

Aspen Ridge Preparatory School Board of Directors may establish, as necessary, standing and *ad hoc* committees. The general purpose of committees is to make recommendations to the board on specific issues of concern to members of the Board. Committees may take such actions as their members deem necessary to develop appropriate recommendations.

### **Standing Committees**

Standing Committees are permanent committees that relate to the ongoing governance of the school. With this policy, Aspen Ridge Board of Directors hereby establishes the following Standing Committees:

#### ***Finance Committee***

##### *Responsibilities of the Finance Committee*

1. Provide oversight for maintenance of financial records
2. Report the monthly financial status to the Board of Directors
3. Prepare budget for the Boards' approval
4. Arrange for a regular audit of the financial records, as directed by the board.

##### *Membership of the Finance Committee*

Members shall include Treasurer of the Board of Directors and the school employed Finance Manager. Additional members of the committee shall be appointed by the Board and must have knowledge of financial management requirements. Members must also have the ability to work as a trusted team member with willingness to give support to other committee members.

##### *Meetings of the Finance Committee*

The Finance Committee meets at least quarterly at a time and place agreed upon by members of the committee.

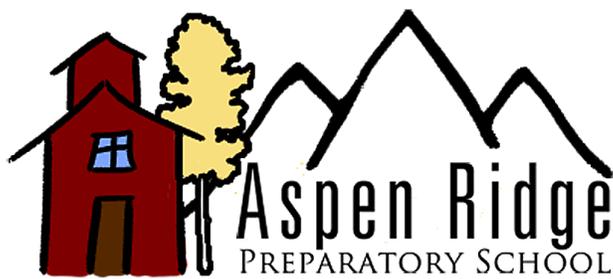
#### ***Policy Committee***

##### *Responsibilities of the Policy Committee*

1. The Policy Committee drafts new policies on a range of topics as directed by the Board. This committee may work with other board committees in drafting policies.

Adopted November 1, 2012

Amended October 16, 2013



2. The Policy Committee revises existing policies at the direction of the Board.
3. The Policy Committee reviews existing and new policy statements for consistency in substance and format and may recommend amendments to existing policies.
4. The Policy Committee maintains a file of current policies.

*Membership of the Policy Committee*

The Policy Committee shall include at minimum one member of the Board of Directors, one staff member, and one community member, all of who shall be appointed by the Board.

*Meetings of the Policy Committee*

The Policy Committee meets as necessary at a time and place agreed upon by members of the committee.

**Ad hoc Committees**

*Ad hoc* Committees are established as necessary for specific and temporary purposes and are disbanded when they have fulfilled their purposes.

*Establishing Ad hoc Committees*

When the Board deems an ad hoc committee necessary, the Board shall establish a committee by Board Resolution at a regularly scheduled meeting of the Board. Each committee shall prepare a written description of its purpose, composition, and responsibilities. This description shall be submitted to the Board of Directors and maintained by the Secretary of the Board.

*Membership of Ad hoc Committees*

Committee members and committee chairs are appointed by the Board of Directors upon establishment of the committee. Members will be selected based on expressed interest or expertise. Members may be drawn from the ARPS community of teachers, staff, parents, Board, and the community at large. If possible, one Board member shall serve on each *ad hoc* committee.

*Meetings of Ad hoc Committees*

*Ad hoc* Committees meet as necessary at a time and place agreed upon by members of the committee



## **Responsibilities of Committee Members**

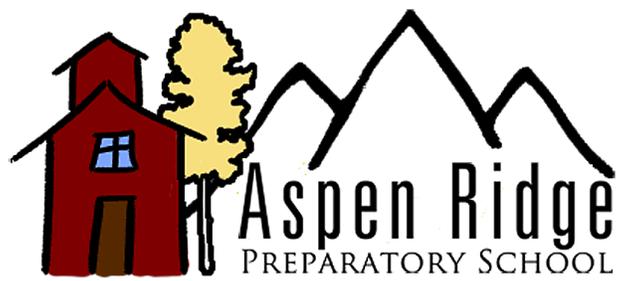
Members of all committees of the Board of Directors are expected to adhere to the following standards of conduct:

1. Attend committee meetings as scheduled
2. Respect the direction of the Board of Directors
3. Maintain confidentiality of the work of the committee and the work of the Board of Directors until such time as recommendations are publicly presented to the Board.
4. Understand that membership is voluntarily and as such:
  - Persons may withdraw from a committee by written notice to the ARPS Board of Directors.
  - Members who fail to participate in a productive manner may be removed from the committee by the ARPS Board of Directors.

## **Responsibilities of Committee Chairpersons**

A committee chairperson has certain responsibilities to the Board of Directors:

1. Communicating committee recommendations to the board
2. Ensuring that a written committee activity report is delivered to the President of the Board one week prior to each regularly scheduled Board meeting
3. Directing and leading the committee to carry out Board directives
4. Preparing committee reports for the Board of Directors
  - For ad hoc committees, at the conclusion of the committee work. For standing committees, at least annually



## **Procedure for formation of new committees**

Formation and approval of committees will normally take place in two parts:

### 1. Initial conceptual approval:

1. The Board of Directors will vote to approve the creation of the committee in concept.

### 2. Formation:

2. The committee sponsor will prepare a board resolution specifying the objectives, parameters, and limitations of the committee in accordance with this policy.
3. Membership will be solicited for the committee in accordance with this policy.
4. The committee sponsor will provide the resolution and proposed membership list for official formation by vote of the Board of Directors.