

School Advisory Committee

Duties and Responsibilities

- Assists in the development of the long-range plans for the school.
- Facilitates communication and coordination among all groups who have a vested interest in the school.
- Coordinates activities between the home and school in order to insure a sound foundation with the parents.
- Assists in the study, evaluation, and survey of programs which are particular to the school.
- Is supportive of the administrative procedures which have been developed by the pastor and the administrator.
- Maintain confidentiality with all sensitive matters and issues to come before the committee.
- May develop sources of revenue (grants or other) for the operation of the school in conformity with parish policies and in collaboration with the school pastor and administrator.

Officers

The officers of the School Advisory Committee shall be the chairperson, co-chairperson, and secretary. Only voting members are eligible for office. Officers shall be elected for a one year term. No officer may hold the same office for more than two consecutive terms.

Chairperson

The chairperson

- Shall preside at all meetings of the Committee
- Shall prepare the meeting agenda in conjunction with the school administrator
- Shall have the authority, with the approval from members of the Committee, to assign additional duties and responsibilities to individual Committee Members.
- Shall notify members of the dates and times of meetings and distribute the agenda to the members at least five working days in advance of the meetings.
- Shall provide an announcement of the coming meeting and a brief statement of the topics to be discussed for parents in the school through appropriate communications.

Co-Chairperson

The co-chairperson

- Assumes duties and responsibilities of chairperson in his/her absence.

Secretary

The secretary

- Shall maintain a written record of all actions of the committee.
- Shall receive and attend to all correspondence.
- Shall preserve all reports and documents entrusted to his/her care.
- Shall distribute copies of the minutes to all Committee members.

Subcommittees:

Standing subcommittees shall be

1. Planning
2. Policy Development
3. Communications

The School Advisory Committee may establish other standing subcommittees or Task Forces to address specific issues. Membership of these subcommittees is open to individuals who are not members of the School Advisory Committee. At least two members of the School Advisory Committee should be represented on each subcommittee. The School Pastor and Administrator are ex-officio members of all subcommittees and task forces.

The ordinary order of business shall be:

1. Gathering and hospitality
2. Scripture and Faith Sharing or Prayer
3. Approval of Minutes
4. Written reports from school pastor and administrator
5. Written reports from Subcommittees and Task Forces
6. Actionable items (old business)
7. Discussable items (new business)
8. Closing prayer

Written reports should be included and mailed with the agenda and previous meeting's minutes.

The School Advisory Committee may establish its own rules of procedures, but in the absence of such rules, **Roberts Rules of Order (Revised)** shall apply.