

Great Oaks Academy

Board Committee Establishment and Accountability No. 213

I. Purpose

The purpose of this policy is to provide for the effective and efficient structure and operation of Great Oaks Academy board committees.

II. General Statement of Policy

- A. An effective committee structure and the efficient operation of the work of Great Oaks Academy board committees are indispensable to the Great Oaks Academy Board of Directors in strategically fulfilling its responsibility for the care, management, and control of the school.
- B. Each board committee, whether designated as standing, ad hoc, or otherwise, shall be under the direction and control of the Board of Directors, and shall keep regular minutes of its proceedings, and all actions of each committee shall be reported to the Board of Directors and shall not be effective until approved by the Board subject to revision and alteration.
- C. The Board of Directors will receive reports or recommendations from a committee for consideration. The Board of Directors, however, retains the right and has the duty to make all final decisions related to such reports or recommendations. Board committees shall consist of standing committees established in the bylaws, as amended, or by resolution(s) of the Board of Directors, and such ad hoc and/or advisory committees, task forces, and other groups, if any, as established from time to time by resolution of the Board of Directors. Except as provided in the Bylaws, the resolution establishing board committees or other advisory groups shall specify the purpose, duration, powers, responsibilities, and membership.
- D. The activities of all committees shall be conducted in such a manner as will advance the best interests of the school and its students while adhering to the Mission and Vision of Great Oaks Academy.

III. Appointment of Committees & Election of Chair & Secretary

- A. The Board of Directors will establish, by resolution, for each standing or ad hoc committee the charge or mission of each such committee.
- B. The Board of Directors, shall appoint a board member to each of the standing or ad hoc committees.
- C. The committee or subcommittee members shall designate a chair and secretary by majority vote.
- D. The committee or subcommittee members shall designate the number of members for that committee.

IV. Responsibilities of the Chair and Secretary of a Board Committee or Other Advisory Group, Election, Removal

- A. The chair of the committee is responsible for the following:
 - 1. Schedule committee meetings and create an agenda.
 - 2. Securing space for committee meetings, and reminding committee members about meeting times and location.
 - 3. Facilitating committee meetings.
 - 4. Abiding by the Open Meeting Law.
 - 5. Post meeting minutes on the school website.

6. Recommending membership on the committee, subject to Board of Directors approval, and ensuring any vacancies in membership of the committee are promptly and appropriately communicated to the committee and the Board of Directors.
 7. Resolving conflicts among committee members.
 8. Determining annual goals and objectives for the committee within the expectations set by the Board of Directors. .
 9. Working in collaboration with other appointed board committees.
 10. Shall be available for presentations upon request of the Board of Directors.
 11. To determine the success, progress and efficiencies set in place the committee shall evaluate its work at the end of each school year — or at the completion of its task — to determine if goals achieved, processes were productive and effective, and what changes need to be implemented.
- B. The secretary of the committee is responsible for the following:
1. Conducting committee-specific orientations for new committee members as necessary.
 2. Handling or delegating all administrative tasks associated with the effective operation of the committee.
 3. Abiding by the Open Meeting Law.
 4. Maintaining and documenting all meeting minutes and sending them to the Board of Directors chair.
 5. Working in collaboration with other committee members.
- C. The term of office for a committee chair and secretary shall be one-year (or the remainder of the predecessor's term in the event of filled vacancies). Standing committee chairs and secretaries may be removed with or without cause in the same manner as officers of the school board. The chair of an ad hoc or advisory committee, task force, or other advisory group created by the Board of Directors may be appointed or removed at any time with or without cause by routine resolution of a majority of the Board of Directors, even if less than a quorum.
- D. The power of a committee or subcommittee of the Board of Directors is advisory only and is limited to making recommendations to the Board of Directors.
- E. A committee or subcommittee of the Board of Directors shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the Great Oaks Academy Board of Directors.
- V. Committee Term Limits and Limitations on Involvement
- A. Term limits for individuals, who are not Great Oaks Academy Board Members, serving on a committee is five consecutive years. The Board of Directors do not have a term limit for service on committees.
 - B. The Board of Directors may serve on a maximum of two committees per year. Each member of the Board of Directors must serve on at least one committee per year.
 - C. Administrators at Great Oaks Academy may serve on a maximum of two committees per year and may occasionally attend committees for observation.
 - D. Parents or guardians of students at Great Oaks Academy may serve on a maximum of two committees per year.
 - E. Any committee member who misses three consecutive meetings will be asked to leave the committee.

Adopted: 9/18/2023

Revised:

- F. Any committee member who is consistently late for three meetings will be asked to leave the committee.
 - G. Any committee member who does not follow through on the work assigned to them will be asked to leave the committee.
 - H. Administration, teachers, staff and parents at Great Oaks Academy are eligible for committee membership.
- VI. Application Process
- A. Any person interested in serving on a committee must fill out an application, with the exception of the Board of Directors. [See Appendix A.]
 - B. The Board of Director(s) member assigned to the specific committee will review each application and determine whether or not that person would be a good candidate for the position.
 - C. Committee applications will open August 1 of each year. Applications will be reviewed by the Board of Director(s) assigned to each committee and applicants will be notified prior to the start of the school year.
 - D. The term for each committee will be September through August each year.

Legal References:

Minn. Stat. Ch 15.059 (Advisory Councils and Committees)

Minn. Stat. Ch. 15, Subd. 2 (Membership Terms)

Minn. Stat. Ch. 13D (Open Meeting Law)



Board Committee Advisory Application
[Appendix A]

Contact Information

Name: _____

E-mail Address: _____

Phone: _____

Committee Selection

- Election Board Committee
- Finance Committee
- Fundraising Committee
- Policy Committee
- World's Best Workforce Committee
- Other _____

Qualifications

Summarize your knowledge and experience based on education, employment, or other experiences that would add value to the conversation of this advisory committee. Submit a resume if you desire.

Please explain briefly why you are interested in this committee:

References:

Name _____

E-mail: _____ Phone: _____

Title: _____

How long have you known this person?

- 0-3 years
- 4-6 years
- 7-10 years
- 10+ years

How do you know this person?

- Friend
- Co-Worker
- Supervisor
- Other: _____

Name _____

E-mail: _____ Phone: _____

Title: _____

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7-10 years

10+ years

How do you know this person?

Friend

Co-Worker

Supervisor

Other: _____

**Use an additional sheet if necessary.

How will you incorporate the mission and vision of Great Oaks Academy while serving on this committee?

Agreement

By submitting this application, I affirm that:

1. I am able to attend most of the advisory meetings and understand that excessive absence may result in termination of my membership on the committee, barring illness.
2. I will honor the sensitive nature of the committee's planning and advice so that misinformation is not disseminated to others.

Signature: _____

Date: _____

To submit your application, e-mail this completed form to: board@greatoaksacademymn.com

Or mail to:

ATTN: Committee Application

Great Oaks Academy

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Farmington, MN 55024