

## Board Committees

### Principles

Board Committees, when used, will be assigned to reinforce the wholeness of the Board's job.

1. Board Committees are to help the Board do its job, never to help or advise the staff. Committees ordinarily will assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board Committees will normally not have dealings with current staff operations.
2. Board Committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the school Administrator.
3. Board Committees cannot exercise authority over staff employed by the School District.
4. Board Committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a Board Committee, which has helped the Board create policy on some topic, will not be used to monitor organizational performance on that same subject.
5. Committees will be used sparingly and ordinarily in an ad hoc capacity.
6. The Board may appoint members and a Chair for each Board Committee, unless otherwise stipulated by Board policies or the Bylaws of the Brant Christian School Society.
7. This policy applies to any group which is formed by Board action, whether it is called a Committee and regardless whether the group includes Board members. It does not apply to Committees formed under the authority of the school Administrator.

### Structure

A Committee is a Board Committee only if its existence and charge come from the Board, regardless of whether Board members sit on the Committee. The only Standing Board Committees are those which are set forth in this Policy. Unless otherwise stated, an Ad Hoc Committee ceases to exist as soon as its task is complete.

The following are the Board designated committees:

1. BOARD DEVELOPMENT COMMITTEE  
This Committee will:
  - a. Provide for the orientation of new Board members.
  - b. Provide for the training of the Board to help the Board improve in governance.
  - c. Evaluate the performance of the Board and the contributions of its individual members.
  - d. Perform the functions of the Nominating Committee as specified in the Bylaws of the Brant Christian School Society.
- NOMINATING COMMITTEE
  1. Actively search for Society members to fill Board positions.
  2. Provide to the Board, Society members wishing to join the Board that have been approved by said committee.
2. POLICY REVIEW COMMITTEE
  - a. Review all policies on a systematic rotation and recommend to the Board any revisions required.
  - b. Voice on Board regarding proper Policy and Bylaw implementation.

3. FINANCE AND AUDIT COMMITTEE

- a. The Chair of the Finance and Audit Committee will perform the office of Treasurer for the Brant Christian School Society, as specified in the Bylaws.
- b. The Finance and Audit committee will award financial aid, via the Patricia Webber Fund, to families who apply in writing and would otherwise be unable to afford a Christian education for their children.

SUBSIDY COMMITTEE/Patricia Webber Fund

- a. This committee will be comprised, but not limited to, the Treasurer and the Chair.
- b. The subsidy committee will award financial aid to families who apply in writing and would otherwise be unable to afford bussing for their children.
  - i. Financial aid will be awarded, on a case by case basis, to the extent that there are designated funds available, to a maximum of 50% of required cost per family.

4. PERSONNEL COMMITTEE

This committee will:

- a. Provide Brant Christian School Society employees with Job description and contracts.
- b. Have signing authority for BCSS employee contracts.
- c. Ensure all required training and paperwork has been completed for new and existing employees.
- d. Consist, but not limited to, 2 Board members.
- e. Discuss concerns and grievances with BCSS employees. These grievances must have followed the due process outlined in the staff contract(s) and be presented in writing. If the grievance cannot be resolved by the Personnel Committee, recourse to the whole Board or outside mediation or arbitration will be considered on a case-by-case basis, as outlined in the staff contract(s).

5. FUNDRAISING COMMITTEE

- a. A Board representative will sit on the Auction committee and the Golf Tournament Committee.

6. NEW ENROLLMENT COMMITTEE

This committee will:

- a. Consist of school Chaplain, Principal, and Board Chair.
- b. Review new enrollment applications.
- c. Ensure enrollment applications are complete and on file at BCS.
- d. Present new families to the Board.

7. AD HOC COMMITTEES

The Board will form other committees as necessary to do its work.