



## Board Governance Policy

### I. COMMITTEES

- A. The purpose of Committees is to assist the Board of Trustee (Board), the Executive Director, and the Parent Organization in accomplishing the Mission and Charter of Providence Hall Charter School (PHCS).
- B. The Board establishes the following standing committees to report to the Board:
  1. Academic Performance
  2. Financial Accountability
  3. School LAND Trust
- C. The Board directs the Executive Director to establish the following standing committees to report to the Executive Director:
  1. Health and Safety
  2. Leadership and Purpose
  3. Student Involvement
  4. Marketing
  5. Curriculum and Pedagogy
- D. The Executive Director will establish additional committees and the Parent Organization leadership will establish additional PTO committees as they deem necessary for the performance of their specific responsibilities and authority within the PHCS's Mission and Charter.
- E. The Executive Director and committees shall not cause or allow any decision, action, condition, or organizational circumstance that is illegal, imprudent, contrary to commonly accepted business practices and professional ethics, or contrary to PHCS's Charter and Mission.
- F. Members of committees reporting to the Executive Director will be appointed by the Executive Director and may include board members, staff, parents/guardians, or other community members.
- G. Responsibilities of committees reporting to the Executive Director will be delegated to the committee in writing by the Executive Director through the strategic plan.
- H. The Executive Director will ensure that the responsibilities of the standing committees reporting to the Executive Director are consistent with roles and duties outlined in PHCS's Charter, State and Federal Law, and the requirements of State and Federal grants the school has accepted.

### II. ACADEMIC EXCELLENCE COMMITTEE

The Academic Excellence Committee is delegated the responsibility to present to the Board annually an accountability plan for gathering data about PHCS's academic progress, staff, student, and parent/guardian relationships, and the Executive Director's job performance. The Academic Excellence Committee is responsible to compile the data required by PHCS's accountability plan and charter and present the data plus a summary to the Board. Members of the Academic Excellence Committee will be appointed by the Board.

### III. FINANCIAL ACCOUNTABILITY COMMITTEE

- A. The Financial Accountability Committee will insure proper accounting controls are implemented and utilized, prescribe and supervise the methods and systems of accounting to be followed, see that complete books and records of account are kept, prescribe and supervise an adequate system of internal audit, and oversee the preparation of statements of account showing the financial position of PHCS and the results of its operations.



- B. The Financial Accountability Committee will present recommendations to the Board for ensuring tax and other required financial reports are filed properly and in a timely manner as well as recommendations for employing external auditors.
- C. The Treasurer will chair the Financial Accountability Committee and the Business Manager will be a member.
- D. Other members of the Financial Accountability Committee will be appointed by the Board.

#### **IV. CAPITAL FUNDRAISING COMMITTEE**

- A. The Capital Fundraising Committee is delegated the responsibility to raise large donations to PHCS for use in capital improvements and other large one-time expenses.
- B. The Capital Fundraising Committee will coordinate with other fundraising committees established by the Executive Director or Parent Organization.
- C. The Capital Fundraising Committee will recommend to the Board a plan for special honors to individuals or groups making large donations to PHCS.

#### **V. SCHOOL LAND TRUST COMMITTEE**

- A. The Board designates elected members of the Board and the Executive Director as the members of the School LAND Trust Committee.
- B. An additional member of PHCS staff will be elected annually by the staff to serve on the School LAND Trust Committee.
- C. The School LAND Trust Committee is designated to make decisions about the School LAND Trust funds and given the responsibility to make a PHCS plan consistent with Utah Code Section 53F-2-404.
- D. The School LAND Trust Committee shall annually hold a discussion with school administrators about safety concerns, allocation of funds, and efforts to address them.