

**NOVA CLASSICAL ACADEMY**  
**MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS**

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**POLICY NP 205:**  
**COMMITTEES**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

- A. An effective committee structure and the efficient operation of the work of board committees are indispensable to the Board 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, and shall keep regular minutes of its proceedings, and all actions of each committee shall be reported to the board and shall not be effective until approved by the board, subject to revision and alteration by the Board.
- C. The Board will receive reports or recommendations from a committee for consideration. The Board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations. Committee actions are recommendations until approved by the Board.
- D. Board committees shall consist of standing committees established in the bylaws, as amended, or by resolution(s) of the Board, 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. Except as provided in the Bylaws, the resolution establishing board committees or other advisory groups shall specify the purpose, duration, powers, responsibilities, membership, and chair.
- E. The activities of all committees shall be conducted in such manner as will advance the best interests of the school.

**III. RESPONSIBILITIES OF THE CHAIR OF A BOARD COMMITTEE OR OTHER ADVISORY GROUP, ELECTION, REMOVAL**

- A. The chair of the committee is responsible for the following:
  - a. Plan committee meetings and agenda, and lead committee meetings.

- b. Resolve conflicts among committee members.
  - c. Determine annual goals and objectives for the committee within the expectations set by the board.
  - d. Work in collaboration with other appointed board committees.
  - e. Handle or delegate all administrative tasks associated with the effective operation of the committee. These tasks include but are not limited to:
    - i. Communicating consistently with committee members.
    - ii. Securing space for committee meetings, and reminding committee members about meeting times and location.
    - iii. Appointing a meeting secretary to take meeting minutes and being responsible for posting approved minutes to the committee web page.
    - iv. Recommend membership on the committee, subject to Board approval, and ensure any vacancies in membership of the committee are promptly and appropriately communicated to the committee and the Board.
    - v. Conduct committee-specific orientations for new committee members as necessary.
    - vi. Arrange for the committee to evaluate its work at the end of each school year — or at the completion of its task — to determine whether it did what it set out to do, and what worked and what didn't work.
- B. ~~The chair of the standing committee performing the functions of Budget and Finance shall be chaired by the school's Treasurer.~~ The chair of every other standing board committee shall be elected at the same regular or special meeting in which officers are elected, except in the case of vacancies which shall be filled by the Board as they may occur. The term of office for a committee chair shall be one-year (or the remainder of the predecessor's term in the event of filled vacancies), and run from July 1 through June 30, or until a successor is elected and assumes office. Standing committee chairs may be removed with or without cause in the same manner as officers of the school. The chair of an ad hoc or advisory committee, task force, or other advisory group created by the Board may be appointed or removed at any time with or without cause by routine resolution of a majority of the Board, even if less than a quorum.

***ADOPTED BY THE BOARD: 06/15/2009***  
***REVISED BY THE BOARD: 02/25/2019***  
***EFFECTIVE DATE: 02/25/2019***