

RISE COMMITTEES & OFFICERS

Committees are expected to meet at the discretion of the committee chair. Minutes should be taken at each committee meeting for documentation, and a report should be provided for Board meetings.

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Chairperson or Chairpersons of the Board, the Chairperson of each Committee and the Executive Director. The Executive Committee shall provide strategic planning and guidance to the Board and help set the Board's agenda. The Executive Committee shall have and may exercise the authority of the Board, however, for Material Matters the Executive Committee shall not have such authority. Material Matters include amending or restating the By-Laws, appointing or removing a member of the Board, adopting a plan of merger, reorganization, liquidation or dissolution of the Corporation, or authorizing the sale of the majority or substantially all of the assets of the Corporation.

FINANCE COMMITTEE:

In concert with staff, this committee develops the long-range financial plan and yearly operational budget, with tuition levels for board approval; monitors the implementation of the budget; makes periodic reports to the board on the school's financial status; and educates the board on non-profit financial reporting and trends affecting the school's finances. This committee can include outside experts. Members work with staff to develop policies concerning the eligibility and administration of financial aid; recommends policies to the board; and recommends, through the budget process, the percentage of the budget dedicated to financial aid. The financial assistance company Rise uses, Financial Assistance for Student Tuition (FAST), determines the distribution and eligibility for receiving funds.

The finance committee also develops and recommends to the board for its approval policies that delineate how the school's endowment will be invested and what amount of return on investments will be used in the yearly operating budget; monitors the investment portfolio's return, including setting investment objectives and meeting with the professional advisor; and periodically reports to the board on the endowment's performance.

GOVERNANCE COMMITTEE:

This committee is responsible for ongoing review and recommendations to enhance the quality and future viability of the Board of Directors. The work of the committee revolves around the following five major areas:

- 1) **Board Role and Responsibilities**-leads the board in regularly reviewing and updating the board's statement of its roles and areas of responsibility, and what is expected of individual board members; assists the board in periodically updating and clarifying the primary areas of focus for the board, shapes the board's agenda based on the strategic plan.
- 2) **Board Composition**-leads in assessing current and anticipated needs related to board composition; develops a profile of the board as it should evolve over time; identifies potential board member candidates and explores their interest and availability for service; nominates individuals to be elected as members of the board; contacts each board member to assess his/her continuing interest in board membership and term of service and works with each member to identify the appropriate roll assumed on behalf of the organization.
- 3) **Board Knowledge**-designs and oversees a process of board orientation including gathering information prior to election or in the early stage of board service; designs and implements an ongoing program of board information and education
- 4) **Board Effectiveness**-initiates periodic assessment of the board's performance; proposes, as appropriate, changes in board structure and operations; provides ongoing council to board chair and other leaders; reviews board's practices regarding member participation, conflict of interest, etc. and suggests improvements as needed; periodically reviews and updates board's policy guidelines and practices.
- 5) **Board Leadership**-takes the lead in succession planning, taking steps to recruit and prepare future board members; nominates board members for election as board officers.

STRATEGIC PLANNING COMMITTEE:

This committee is chartered with overseeing the long-term strategic interests of the school. The committee will consider long term trends and potential impacts, developing 5-year plans, and researching and evaluating risks to financial sustainability and recommending plans to achieve and maintain overall financial sustainability while preserving the school's mission.

MASTER PLANNING COMMITTEE

This committee would be chartered with the overall oversight of the school's facilities, maintenance, building and capital improvement projects.

DEVELOPMENT COMMITTEE:

This committee assists the administration in coordinating the fund-raising activities of the school; advises the board on the financial goals of the annual campaign, through the budget process, and on any capital or endowment campaign; reviews the case statement for any fund appeal; facilitates the inclusion of all trustees and other volunteers in fund- and friend-raising activities; and raises funds. This committee should not be viewed as the only group that brings in financial resources to the school; trustees, parents and alumni all should be involved in ways that are appropriate for them. Everyone on the committee should be a donor before soliciting funds from others.

PERSONNEL COMMITTEE:

The Personnel Committee shall advise the Executive Director and Board of Directors on matters pertaining to personnel administration, staffing and benefits, as needed by the Executive Director. The Executive Director has primary responsibility for creating, disseminating, and implementing policies, and shall have the authority to hire and dismiss employees in accordance with the law and applicable employment agreements. This committee will advise on HR matters as necessary and assist with ensuring that the organization's employment policies are well-crafted and that they comply with applicable laws and regulations and minimize risk to the organization.

MARKETING COMMITTEE:

This committee's purpose is to help the organization improve its marketing capabilities, serve as a resource for the organization, and help the organization implement strategies. They are there to help effectively and efficiently accomplish outreach and public educational objectives. The members are there to help improve the efficiency, effectiveness, and impact of communication and promotional efforts. The members will participate in the events and provide periodic updates to the board. They will also undertake and participate in special projects related to marketing and public relations whose outcome will benefit the organization. Members of this committee may be volunteers, community, parents, as well as other board members.

CAPITAL CAMPAIGN COMMITTEE:

This committee (active as necessary) will assist in raising substantial amounts of funds in order to finance building or property improvements. They will assist in raising money for the construction or purchase of buildings as well as purchase of land, renovations, or purchase of new equipment. It is the committee members' responsibility to make leadership gifts, provide

campaign leadership, link the organization with corporate/foundation contacts, link the organization to major gift prospects, participate in and/or host cultivation events, secure endorsements/endowments, and recruit committee members. Committee members can be members outside of the Board.

ADVISORY COUNCIL:

This council, whose members are selected by the board of directors, serves to advise the director and the board on issues that will benefit the organization. The Advisory Council is expected to meet once a year. They will communicate regularly with the board, provide entry to influential people, share wisdom, solicit and contribute financial support for the organization, serve as a community knowledge link, help the director implement program goals, suggest new programs, and attract new members to the council. These individuals are not members of the board of directors.

TREASURER:

The Treasurer shall have custody of all of the Corporation's funds and securities that come into such officer's hands. When necessary or proper, the Treasurer may endorse or cause to be endorsed, when necessary or proper, in the name and on behalf of the Corporation, checks, notes, and other obligations for collection and shall deposit or cause to be deposited the same to the credit of the Corporation in such bank or banks or depositories and in such manner as shall be designated and prescribed by the Board of Directors; may sign or cause to be signed all receipts and vouchers for payments made to the Corporation either alone or jointly with such other officer as may be designated by the Board of Directors; whenever required by the Board of Directors, shall render or cause to be rendered a statement of the cash account; shall enter or cause to be entered regularly in the Corporation's books to be kept by such officer for that purpose full and accurate accounts of all monies received and paid out on account of the Corporation; shall perform all acts incident to the position of Treasurer subject to the control of the Board of Directors; and shall, if required by the Board of Directors, give such bond for the faithful discharge of such officer's duties in such form as the Board of Directors may require.

ASSISTANT TREASURER:

Each Assistant Treasurer shall have the usual powers and duties pertaining to his office, together with such other powers and duties as may be assigned to him by Chairperson of the Board or the Treasurer. An Assistant Treasurer shall exercise the powers of the Treasurer during that officer's absence or inability or refusal to act.

SECRETARY:

The Secretary shall keep the minutes of all meetings of the Board of Directors in books or in an electronic form provided for that purpose; in furtherance of the Corporation's purposes; and subject to the limitations contained in the Articles of Incorporation, may sign with the Chairperson in the name and on behalf of the Corporation and /or attest the signatures thereto, all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments of the Corporation; shall have charge of the Corporation's books, records, documents, and instruments, except the books of account and financial records securities of which the Treasurer shall have custody and charge, and such other books and papers as the Board of Directors may direct, all of which shall be open at reasonable times to the inspection of any Director upon application at the Corporation's office during business hours; and shall in general perform all duties incident to the office of Secretary subject to the control of the Board of Directors.

ASSISTANT SECRETARIES:

Each Assistant Secretary shall have the usual powers and duties pertaining to his office, together with such other powers and duties as may be assigned to him by the Chairperson or the Board of Directors or the Secretary. An Assistant Secretary shall exercise the powers of the Secretary during that officer's absence or inability of refusal to act.

PARENT REPRESENTATIVE:

The Parent Representative serves a primary role of bringing the parental perspective on all issues. The representative must be a parent of a child currently enrolled.