

School Committee Job Description

The School Committee is the governing body of Friends School of Minnesota and holds legal responsibility for the institution, as defined by various state and federal laws. The responsibilities of individual School Committee members lie in three general areas: mission stewardship, advocacy and fiduciary.

1) Stewardship of the School Mission: Members have no greater responsibility than working to ensure that the school remains true to its mission. Board level decision-making supports the school as a distinctive Friends institution. The board also develops and maintains a strategic plan for the school in accordance with the school mission and Friends testimonies.

2) Advocacy: Members are expected to be advocates for the school. This means finding opportunities to spread awareness and understanding of the school with the school community, Quaker community, and broader community. In order to be an informed advocate and develop connections to the school, members should attend at least three events including a special school tour for SC members in October, the MLK celebration (January) and graduation (June). Additional opportunities include community meetings for worship, the science fair and student performances.

In addition, advocacy includes support of the school's fundraising efforts. This includes making an early donation to the annual appeal at a level significant to the individual, capital campaigns and any other campaigns for which 100% School Committee participation is vital. School Committee members should also expect to be involved in fundraising efforts by volunteering at special events, soliciting donations, thanking donors, etc.

3) Fiduciary Responsibility: Members exercise fiduciary responsibilities in a number of ways: developing and approving financial policies, reviewing and approving the annual budget (this includes salary and tuition levels), reviewing periodic financial statements, and ensuring that required financial reports are submitted. It also includes stewardship of the school's physical plant, endowment and physical assets.

In addition, the good functioning of the School Committee is dependent on the following

- Regular attendance at School Committee meetings (Third Tuesday of the month, September-May),
- Attendance at June annual/orientation meeting and March weekend annual retreat (as and if determined to be needed)
- Participation on one or more standing committees, ad hoc committees, or other significant volunteer effort (such as chairing the annual appeal).
- Familiarity with the bylaws and strategic plan

The School Committee has also endorsed the National Association of Independent Schools (NAIS) principles of good practice for boards of trustees and individual trustees