

BHCS Board of Directors Committee Charters

Marketing Committee Charter

The Marketing Committee has been established for the purpose of supporting enrollment, fundraising, communication and volunteerism for the entire Bishop Hoffman Catholic School System.

The Marketing committee will work closely with the Superintendent, Principal(s), and the Director of Development.

The Marketing Committee will accomplish its goals by completing strategies which are aligned to the goals set forth in the strategic plan.

The Marketing Committee will meet monthly and as needed to accomplish these goals.

Finance Committee Charter

The Board Finance Committee has been established to oversee the financial activities and to monitor the financial health of BHCS, for the purpose of assuring its stability. This committee will work closely with the Superintendent, BHCS Business Manager, and other financial advisors as determined by the Board of Directors.

The Finance Committee will accomplish its goals by initiating the following:

- Monitoring monthly financial statements
- Meeting with the BHCS Business Manager to review investment performance
- In accordance with Diocesan recommendations, auditing financial processes in the school and reviewing the findings with the Superintendent and Business manager
- Review proposed annual budget with Business Manager and present the budget and recommendations to the Board of Directors

The Finance Committee will meet monthly and as determined necessary by the committee and the Finance Committee Chair. The monthly review of financial statements will be a high priority and should be forwarded to the committee prior to the scheduled meeting.

The Catholic Identity Committee has been established for the purpose of ensuring the formation of the faith in our students and to support the parents, teachers, staff, and administration in passing on the faith. We will promote knowledge of our faith, a strong prayer life, and service to others according to Christ's mandate.

The Catholic Identity Committee will work closely with the BHCS chaplain, parish pastors and principals and report regularly to the Governing Board.

The Catholic Identity Committee will accomplish its goals by the following:

- Working to improve communication among our committee and all campuses.
- Suggesting resources to the schools for faith development
- Collaborating with the chaplain, pastors and principals
- Offering guidance and support for curriculum development
- Encouraging meaningful service and reflection by the students
- Ensuring that each campus has opportunities for the development of the students' prayer lives
- Encouraging professional and spiritual development for all staff

The Catholic Identity Committee will meet on the first Monday of each month, and as needed to accomplish these goals.

Facilities Committee Charter

The BHCS Facilities Committee has been established to oversee the maintenance and operation of the land, buildings, and equipment of the school facilities of the Bishop Hoffman School System. The committee will review issues related to the physical plant. The committee will tour the campuses annually and report its findings to the Governing Board. The committee will submit its budget priorities to the Finance Committee before budget preparation begins. A complete list of proposed alterations and repairs for the coming school year as well as a five-year capital improvement budget will be presented to the Board.

Specific responsibilities:

- Develop and recommend a maintenance and replacement schedule for buildings and grounds;
- Conduct periodic inspection of school facilities and report to the Board at least annually;
- Plan for new construction, major renovations, or major improvements of school buildings and grounds;
- Recommend additions, deletions or changes to facilities needed to support school programs;
- Conduct studies and provide Board liaison to administration on matters pertaining to security, space and community use of facilities;
- Prepare an annual report to be presented at the annual public meeting;

Committee members will include one representative from the BHCS Governing Board and the maintenance supervisor from each school campus.

Minutes of all meetings will be maintained and submitted to the Governing Board according to the Governing Board timeline.

The meetings of the committee will be held monthly and as needed throughout the school year. Meeting location will rotate between Sacred Heart and SJCC. The December meeting will be used to prepare budget request to submit to the finance committee.

Executive Committee Charter

The Board Executive Committee has been established to conduct all necessary business of the Board of Directors during the interval between regular meetings. However, certain actions or policies formulated and approved by the Executive Committee must be approved by the Board of Directors before implementation.

The committee will work closely with the Superintendent to:

- Set board meeting agenda items
- Serve as a sounding board to the Superintendent
- Oversee committee chair appointments and committee structure
- Review standing committee reports and provide feedback as necessary
- Oversee the recruitment, selection, orientation, and evaluation of the Superintendent

Committee Members:

- Board Chair
- Board Vice-Chair
- At least one Pastor
- BHCS Superintendent

The Executive Committee will meet on the second Thursday of the month from August through June at 4:00 at St. Joseph Central Catholic.

Governance Committee Charter

The Board Governance Committee has been established to create a continuous flow of highly trained, committed, effective and fulfilled board members to carry out the mission of our organization and to provide for the best board member engagement and experience possible.

The Board Governance Committee will accomplish this by establishing our board's purpose; providing continuous education and connection to the mission; maintaining the right architecture of committees and members; maintaining and monitoring our results and finally, seeking to support and develop the Board structure and leadership.

The Board Governance Committee will work closely with the Executive Committee of the Board and BHCS School Leadership.

The Board Governance Committee will meet monthly and as needed to complete the following:

- Ensure board meeting effectiveness
- Ensure effective governance
- Implement Schedule of Evaluations
- Develop and Implement a Board Education and Training Protocol for professional and personal development of board members
- Oversee, manage and direct the recruitment and selection efforts for the board
- Monitor and develop the health and effectiveness of board committees
- Review, recommend, and uphold board policies
- Present a slate of officers for election each year, at least one month prior to annual meeting
- Design and hold robust orientation for new board members regularly and as needed

Committee Members (One member will service the committee chair):

- Executive Board Officer
- Board Member
- Faculty/Staff Member
- Retired/Former Board Member

The committee members of the Board Governance Committee will service a two (2) year term.

Catholic Identity Committee Charter

The Catholic Identity Committee has been established for the purpose of ensuring the formation of the faith in our students and to support the parents, teachers, staff, and administration in passing on the faith. We will promote knowledge of our faith, a strong prayer life, and service to others according to Christ's mandate.

The Catholic Identity Committee will work closely with the BHCS chaplain, parish pastors and principals and report regularly to the Governing Board.

The Catholic Identity Committee will accomplish its goals by the following:

- Working to improve communication among our committee and all campuses.
- Suggesting resources to the schools for faith development
- Collaborating with the chaplain, pastors and principals
- Offering guidance and support for curriculum development
- Encouraging meaningful service and reflection by the students
- Ensuring that each campus has opportunities for the development of the students' prayer lives
- Encouraging professional and spiritual development for all staff

The Catholic Identity Committee will meet on the first Monday of each month, and as needed to accomplish these goals.