

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 help spread awareness and understanding of the school with the school community, the Quaker community, and in the broader community. In order to be in a position where informed advocacy is possible, members are encouraged to attend a variety of school events (e.g. community meetings for worship, alumni night, graduation, science fair, etc.)

In addition, advocacy includes support of the school's fundraising efforts. This includes making a donation to the annual appeal 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, 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 by every member:

- Regular attendance at School Committee meetings, including the annual retreat
- 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

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

Approved by the School Committee, 4-22-03