

## Committee Policy

The purpose of Academy Committees is to assist the Board, the Director, and the Parent Teacher Organization in accomplishing the Mission and Charter of the Academy.

The Academy Board establishes the following standing committees to report to the Board:

- Academy Accountability
- Financial Accountability
- Capital Fundraising
- School Land Trust

The Academy Board directs the Academy Director to establish the following standing Committees to report to the Director:

- Curriculum
- Public Relations
- Technology
- Safety

The Director will establish additional committees and the Academy PTO Leadership will establish additional PTO committees as they deem necessary for the performance of their specific responsibilities and authority within the Academy's Mission and Charter.

The Director and Academy Committees shall not cause or allow any decision, action, condition, or organizational circumstance that is illegal, imprudent, contrary to commonly accepted business practices and professional ethics, or contrary to the Academy's Charter and Mission.

The Academy Accountability Committee is delegated the responsibility to present to the Board annually an accountability plan for gathering data about the Academy's academic progress, staff, student, and parent relationships, and the Director's job performance. The Accountability Committee is responsible to compile the data required by the accountability plan and present the data plus a summary to the Board. Members of the Accountability Committee will be appointed by the Academy Board.

The Financial Accountability Committee will insure proper accounting controls are implemented and utilized, prescribe and supervise the methods and systems of accounting to be followed, see that complete books and records of account are kept, prescribe and supervise an adequate system of internal audit, and oversee the preparation of statements of account showing the financial position of the Academy and the results of its operations. The Committee will present recommendations to the Board for ensuring tax and other required financial reports are filed properly and in a timely manner as well as recommendations for employing external auditors. The Treasurer will chair the Financial Accountability Committee and the Business Manager will be a member. Other members of the Financial Accountability Committee will be appointed by the Academy Board.

The Capital Fundraising Committee is delegated the responsibility to raise large donations to the school for use in capital improvements and other large one-time expenses. The Capital Fundraising Committee will coordinate with other fundraising committees established by the Director or PTO. The Committee will recommend to the Board a plan for special honors to individuals or groups making large donations to the Academy. Members of the Capital Fundraising Committee will be appointed by the Academy Board.

The Board designates elected members of the Academy Board and the Director as the members of the Academy's School Land Trust Committee. An additional member of the Academy staff will be elected annually by the staff to serve on the School Land Trust Committee. The School Land Trust Committee is designated to make decisions about the School Land Trust funds and given the responsibility to make a school plan consistent with Section 53A-16-101.5.

Members of committees reporting to the Academy Director will be appointed by the Director and may include board members, staff, parents, or other community members. Responsibilities of committees reporting to the Director will be delegated to the committee in writing by the Director. The Director will ensure that the responsibilities of the standing committees reporting to the Director are consistent with roles and duties outlined in the Academy Charter, State and Federal Law, and the requirements of State and Federal grants the Academy has accepted.