

Committee: Benefits Committee  
Approved: April 15, 2121



## **PURPOSE**

The Lakeview Academy Benefits Committee is commissioned by and responsible to the board of trustees (BOT) to assume the primary responsibility for reviewing and selecting a benefits package for Lakeview Academy employees.

## **APPOINTMENTS AND COMPOSITION**

Appointments of the chair and members of the committee shall be made annually by the chair of the board with the advice and consent of the board in accordance with the bylaws.

The chair of this committee shall be a member of the board of trustees.

Members of this committee shall be members of the board of trustees, subject to the conditions stated in the bylaws.

Additional committee members may be appointed and need not be members of the board of trustees.

The Committee will be structured so that it:

Is comprised of at least \_\_\_\_\_ members with one-year terms:

- 1.
- 2.
- 3.
- 4.
- 5.

## **KEY RESPONSIBILITIES**

The Committee will review, oversee and provide recommendations the Board on benefits packages.

The Committee is also to consider, evaluate and report (as required) on any matters specifically referred to the Committee by the Board.

**CAPABLE. CONFIDENT. CONTRIBUTING.**

References:  
Amended:  
Reviewed:

## MEETINGS

Committee meetings will be convened as needed to evaluate employee benefits.

The quorum of the meeting will be half (rounded up the nearest whole number) of the appointed Members of the Committee.

In the absence of the Chair or appointed delegate, the Committee may elect a Member present to chair the meeting.

The committee may elect to conduct meetings by telephone, or videoconference provided that all Committee Members involved in the meeting are able to participate in discussion.

## CONFLICT OF INTEREST

Committee members must:

- Disclose to the committee any actual or potential conflict of interest which may exist as soon as they become aware of the issue.
- Sign a conflict-of-interest form.

## REPORTING

The Committee Chair submits reports, minutes and actions within a reasonable time following each Committee meeting to [bot@lakeview-academy.com](mailto:bot@lakeview-academy.com).

## CERTIFICATION

The Undersigned officers and or directors of Lakeview Academy certify that this Benefits Committee was duly adopted as of April 15, 2021 and replaces all previous approved Benefits Committee.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CAPABLE. CONFIDENT. CONTRIBUTING.**

References:  
Amended:  
Reviewed: