



Board of Directors Nomination Packet

Election Term: 2019

General Information:

Who is eligible to serve on the Board of Directors?

Any parent or community member is eligible for board membership.

What is expected of Board Members?

Each Board Member is responsible for governing the school as a collective body and for actively participating in the committee work of the Riverview Board of Directors. Board Member expectations are outlined in the Nomination Packet.

Are there particular skills that you are looking for?

We hope to attract people with strong professional and communication skills as well as strong ties to the community. Experience in one or more of the following is a plus: education, fundraising, facilities, finance, marketing, human resources, law, community service, strategy, non-profits and board governance.

We are looking for people who believe in and will actively support our school, our philosophy and mission and the educational opportunity that Riverview provides children in Beaufort County. We want to work with those who will commit their time, energy, talent and resources to giving Riverview students the best possible educational experience and to take our school to the next level of growth.

What makes the ideal Riverview Charter School Board Member?

- Passion for the mission and philosophy of school
- Time to commit to this important endeavor
- Ability to bring a concrete skill to the board
- Willingness/ability to serve as a *governor* (fulfills governance functions), *ambassador* (reaches out to community), *sponsor* (gives time and/or money), *consultant* (uses skills on behalf of our school).
- Ability to understand the distinctions between governance and management
- Ability to ask tough questions
- Positive, can-do attitude!

How many people will be elected this year?

Riverview Charter School's bylaws specify that the Board of Directors must have **eleven (11) members**. This December, the school will elect five (5) candidates to fill the 5 board seats for two (2) year terms, beginning in January 2019 thru December 2020.

Is there a specific diversity target for the board?

No, but diversity is a priority for Riverview in all areas of our school, including the Board of Directors, Standing Committees, student body and staff. Our by-laws state that we will strive for our Board’s composition to reflect that of our student body and we welcome applications from anyone who can make a meaningful contribution to our board.

Is attendance at the Board Informational Meeting or Candidate Interviews required?

No. These meetings are optional, but your attendance is strongly encouraged to ensure you have a chance to ask questions about Board service and have an opportunity to explain your desire and qualifications to our Nominating Committee.

How do I nominate someone to serve?

Two documents are required to submit a nomination:

1. Nomination Form
2. Conflict of Interest Statement *signed by the person being nominated for the Board.*

These two completed forms need to be received **no later than 6:00 p.m. on Tuesday, November 20th.** Nominations will be accepted via one of the following:

- In-person delivery to Riverview’s front office. Please submit all nominations in a sealed envelope labeled *Nominating Committee.*
- Fax to the Front Office. Fax number for the school is 843.379.0133
- Email to Board Chair, Gayle Carroll at gcarroll@riverviewcharterschool.org.

Can I nominate myself?

Absolutely! You may nominate yourself or anyone you think would be well suited for service on our Board.

Election Timeline

<i>Wednesday, November 7</i>	Informational Meeting from 5:30-6:30pm RCS
<i>Tuesday, November 20</i>	Deadline for submittal of nominations at 6:00 p.m.
<i>November 21-23</i>	No School – THANKSGIVING HOLIDAYS
<i>Tuesday Dec. 4- Wed. Dec 5</i>	Candidate Interviews (times TBD)
<i>Monday, December 10</i>	Ballots distributed via email
<i>Thursday, December 20</i>	Deadline for receiving votes is at 5:30 p.m.
<i>Tuesday, December 20</i>	Public Meeting for the opening, tallying and announcement of election results at 6:00 pm at RCS
<i>December 21 (noon)-January 1</i>	No School – CHRISTMAS HOLIDAYS
<i>Monday, January 7, 2019</i>	Board of Directors Meeting with new members

**NOMINATION/APPLICATION FORM
RIVERVIEW CHARTER SCHOOL BOARD OF DIRECTORS**

NAME OF PERSON YOU ARE NOMINATING FOR BOARD SERVICE (Can self-nominate):

Address, Phone and Email of Nominee:

NAME OF NOMINATOR (If self-nominating, leave blank):

Address, Phone and Email of Nominee:

Relationship of Nominator to Nominee:

How long have you known nominee? In what context?

Why do you think the nominee would make a good Board Member?

SIGNATURE OF NOMINATOR: _____ DATE: _____

THIS PAGE TO BE COMPLETED BY THE NOMINEE

Each Riverview Board Member is expected to Chair or Co-Chair a Standing Committee. At present, the Standing Committees are comprised as follows: Executive, Compliance, Facilities, Finance, Fund Development, Marketing and People and Programs. A complete description of each Committee's Roles and Responsibilities as well as individual Board member responsibilities are attached.

What is your professional background?

Please include resume/bio below or as an attachment to this form.

Why are you interested in serving on the Board?

Please include comments below or as an attachment to this form.

What qualifications, special talents or experiences would you like the Nominating Committee to consider?

Please include comments below or as an attachment to this form.



CONFLICT OF INTEREST STATEMENT

1. The Board Members, officers, administrators, faculty and all employees of Riverview Charter School have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of the school.
2. In all dealings with and on behalf of the School, no Board Member or Staff Member shall take a position or engage in any act that could adversely affect the school or any affiliated entity.
3. Each Board Member and Staff Member shall exercise utmost good faith and best efforts in the performance of his or her duties and shall not use his or her position or knowledge to create a conflict, or the appearance of a conflict, between his or her own interests and the interests of the school or any affiliated entity.
4. No Board Member or Staff Member shall accept gifts, loans or other favors that could influence or appear to influence the actions of the Board Member or Staff Member regarding the school or any affiliated entity.
5. Conflicts of interest may arise in the relations of Board Members or Staff Member including but not limited to the following:
 - Persons and firms supplying good and services to the school;
 - Persons and firms from whom the School leases property and equipment;
 - Persons and firms with whom the School is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property;
 - Competitor schools or their affiliated organizations;
 - Donors and others supporting the school;
 - Agencies, organizations, and associations that affect the operations of the school; or Family members, friends, and other employees.
6. A conflict of interest may be defined as an interest, direct or indirect, with any person or firm mentioned in paragraph 5, above. Such an interest might arise through:
 - Owning stock or holding debt or other proprietary interests in any third party dealing with the school;
 - Holding office, serving on the Board, participating in management, or being otherwise employed (or formerly employed) in any third party dealing with the school;
 - Receiving remuneration for services with respect to individual transactions involving the School; or
 - Using the school's time, personnel, equipment supplies, or good will for activities, programs, and purposes other than those approved by the School.
7. Each Board Member and Officer must disclose to the Chair of the Board, in writing, personal activities and interests that create or appear to create a conflict of interest. Each administrator, faculty member, and employee must disclose to the Director, in writing, personal activities and interests that create or appear to create a conflict of interest. If a Board Member or Staff Member is uncertain as to whether a conflict of interest exists, he or she should consult the Chair of the Board or the Director.
8. The Chair of the Board shall review the relevant facts and determine if a conflict of interest exists in the case of a Board Member, Officer or the Director. If, in the case of a Board Member, it is determined that a conflict exists, the Board Member must remove him or herself from the conflict or resign from the Board.
9. The Director shall review the relevant facts and determine if a conflict of interest exists in the case of an administrator, faculty member, or employee and, before taking action, bring the matter to the attention of the Chair of the Board.

10. The fact that one of the interests described in point 6 above exists does not mean necessarily that (i) a conflict exists that (ii) the conflict, if it exists, is material enough to be of practical importance that (iii) if material that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of the School.
 However, the existence of any of the interests described above shall be disclosed and approved by the Board before any transaction is consummated. It shall be the continuing responsibility of Board Members and Staff Members to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.
11. No Board Member shall vote on any transaction between the School and any other corporation, firm association, or other entity in which the Board Member has a direct or indirect substantial financial or other interest. In addition, the Board Member must recuse him or herself from any discussion involving his or her personal or business interests and shall not participate in the deliberations in any way. Board minutes must reflect this action.
12. On an annual basis, the Secretary of the Board shall send to each Board Member, Board Officer and the Director a copy of the Conflict of Interest Statement and the acknowledgment and disclosure form (the "Conflict Statement"), to be completed and returned immediately. The Director shall send to each administrator, faculty member, and employee the Conflict Statement, to be completed and returned immediately. Each employee shall receive and complete a copy of the Conflict Statement at the time his or her employment commences, and if he or she is a full-time employee, at the time of his or her evaluation. All Conflict Statements are confidential and shall be kept on file by the Secretary of the Board.
13. Any person who is a board member, officer, administrator, faculty member, or employee of the school shall be subject to the Conflict Statement as of the date of adoption of the Conflict Statement by the Board. Any person who becomes a board member, officer, administrator, faculty member, or employee after the date of adoption shall be subject to the Conflict Statement immediately upon assuming his or her position.

I, the undersigned, acknowledge that I have received a copy of the Riverview Charter School Conflict of Interest Statement (the "Conflict Statement") governing the school and that I have read, reviewed and understand the Conflict Statement. I agree to be bound by all terms of the Conflict Statement applicable to me, and I will promptly disclose any conflict of interest that may hereafter arise in accordance with the Conflict Statement.

_____ To the best of my knowledge, I affirm that I have no conflict of interest as described in the Conflict Statement.

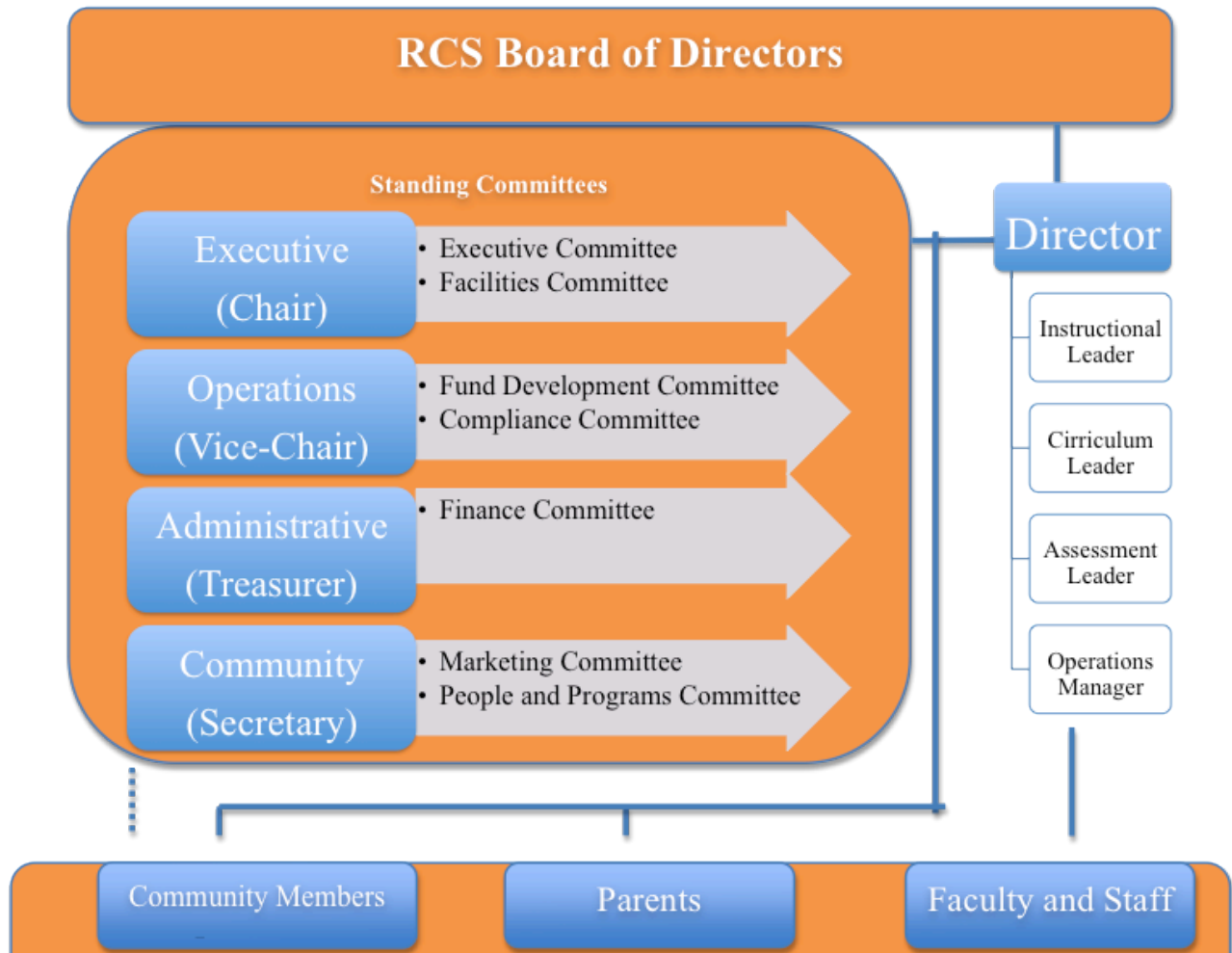
_____ Attached is an indication of a possible conflict of interest as described in the Conflict Statement.

Name: _____ Signature: _____ Date: _____

(Please print or type)

RIVERVIEW CHARTER SCHOOL

GOVERNANCE ORGANIZATION



Excerpts from Riverview’s charter with regard to the board elections, governance and operation of the School, including the complete ‘G. Governance and Operations’ section of the charter, are available on the Board section of our website at riverviewcharterschool.org.

Riverview Charter School Board of Directors

Performance Expectations

Purpose:

Riverview Charter Schools Board of Directors is responsible for the governance of the school on behalf of its owners, the taxpayers of South Carolina.

General Responsibilities:

Board members are responsible to govern the school by: ensuring that Riverview's academic programs are consistent with the school's charter and are successful in educating all students, that school funds are properly managed and accounted for, and that school policies are lawful, fair and provide appropriate protection and opportunity for everyone involved with the school.

Each member is individually responsible for actively participating in the work of the Riverview's Board of Directors and the life of the school. In addition to the responsibilities below, individual members are expected to help each other fulfill the responsibilities outlined for each Standing Committee to which they may be assigned by the Chair of the Board of Directors.

Each member is expected to affirm and strive to fulfill the specific performance expectations outlined below. These expectations are to be clearly articulated prior to accepting a nomination or applying to a position on the Board of Directors.

Specific Board Responsibilities:

1. Support the mission and vision of the school, and focus governance on contributing to their successful implementation:

- Periodically review the mission statement which:
 - a.) Serves as the guide to strategic planning, Board and staff decision-making, volunteer initiatives, and priority setting among competing demands for school resources
 - b.) Provides the vehicle for assessing the success of such program activities

2. Recruit, support, and evaluate the school Director

- Create the school Director's job description, undertake the search process for a qualified candidate, and oversee and approve contract negotiations and renewal
- Provide the Director with regular and constructive feedback and compliment exceptional accomplishments as a Board, refraining from doing so as individuals
- Provide an annual oral and written Director Evaluation utilizing a process agreed upon with the school Director well in advance

3. Ensure effective planning and policy-making

- Provide for the periodic development of a Strategic Plan with a planning process involving all stakeholders including the community, parents, faculty, administration and students
- Develop, adopt and regularly evaluate school policies to ensure that the school is reaching its short and long term goals in a manner that is both lawful and consistent with the schools vision, mission, strategic plan, and charter obligations
- Recommend and approve annual goals and/or plans, including but not limited to: the School Improvement Plan, the Fund Development Goal and Plan, and the Outreach and Communications Plan, in parallel with the annual budget process

4. Ensure provision of adequate resources and effective resource management

- Approve the Fund Development Goal and Fund Development Plan as part of the annual budget process and assist in carrying out the plan, as necessary
- Approve an annual budget and monitor the budget implementation through monthly, quarterly and yearly financial reports
- Approve accounting and personnel policies and ensure that a qualified CPA conducts an independent annual audit
- Ensure that adequate insurance is in place to cover students, staff, visitors, the Board, and the assets of the school

5. Determine, monitor, and strengthen the schools programs and services

- Assure programs and services are consistent with the mission and charter
- Assess the quality of schools programs and services
- Approve an annual School Improvement Plan as well as measurable ways to monitor and evaluate the schools progress toward its goals and objectives

6. Enhance Riverview's public standing

- Serve as ambassadors, advocates, and community representatives of the school.
- Approve an annual Outreach and Communications Plan

7. Ensure legal and ethical integrity and maintain accountability

- Ensure compliance with all local, state and federal laws and regulations that apply to the school, as well as all charter obligations and organization bylaws
- Ensure that no board member represents himself/herself by speaking on behalf of the Board unless specifically authorized to do so

8. Orient new Board Members and continually assess the board's performance

- Define board membership needs and contribute toward recruitment

- Provide for new member orientation and training
- Conduct an annual evaluation of the entire Board as well as individual members

Specific Member Responsibilities:

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of Riverview Charter School
2. Be or work to become knowledgeable about non-profit governance roles, responsibilities, resources and best practice
3. Be or work to become knowledgeable about the charter school movement, South Carolina charter school law, and charter school best practice
4. Attend state required board training each year
5. Work with fellow board members to fulfill the obligations of board membership
6. Regularly attend Board and Committee meetings. Prepare for these meetings by reviewing and bringing necessary materials to meetings. If unable to attend, notify the Board or Committee Chairperson in advance of the meetings
7. Be prepared to contribute approximately 10-15 hours per month toward general Board service, which includes:
 - Attending monthly or bimonthly Board of Directors meetings
 - Serving as Chairperson or co-chair for a Standing, Sub or Ad-Hoc Committee
 - Reading materials and preparing for meetings
 - Attending events at the school, assisting with fundraising and other ambassador tasks as needed
8. Be prepared to contribute time on an as-needed basis toward specific Standing and/or Ad Hoc Committee work, in response to the ongoing needs of the school
9. Actively donate to and participate in one or more fundraising event(s) annually
10. Use personal and professional contacts and expertise for the benefit of the school
11. Check Riverview Charter School e-mail address daily.
12. Inform the Board of Directors of Riverview Charter School of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation

Commitment:

I understand that as a member of the Board of Directors of Riverview Charter School, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the school and I will act responsibly, ethically and prudently as its steward.

By signing this document, I am acknowledging the critical relationship and important responsibilities that I am entering into, in accepting my position on the Riverview Charter School Board of Directors. I recognize that the organization will rely on the collective commitments of all board members in formulating its plans and executing its strategies. I have read the above descriptions of the expectations of me and my fellow board members, and I offer myself toward these expectations to the best of my abilities.

I have read, understand and am willing to comply with the Board Performance Expectations. If I ever find myself in a situation where I am unable to fulfill these expectations, I will resign from the Board.

In turn, the school makes the following commitments to me:

1. I will be sent, without request, monthly financial statements and an update of organizational activities that will allow me to meet my lawful obligations.
2. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a board member.
3. Board Members and the school Director will respond in a straightforward fashion to questions I have that are necessary to carry out my board and committee-related responsibilities to this organization.
4. Board Members and the school Director will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the board Chair and school Director to discuss these responsibilities.

Signed: _____ Date: _____

(Board Member)

This is to be signed and turned in by all elected Board Members at their first Board Meeting.

Executive Committee

Responsibilities: The primary role of the Executive Committee shall be to function on behalf of the Board of Directors in matters of emergency and in interim periods between regularly scheduled board meetings.

- Make decisions on behalf of the full board as needed for issues which cannot wait for the full board or on matters delegated to the Executive Committee by the Board of Directors
- Ensure that all members of the Board of Directors understand the school's lawful obligations, as well as the charter promises made to the Sponsor and community
- Maintain effective communication with the committees of the charter school board
- Develop, with the school Director, agenda for meetings of the full Board of Directors

The committee is comprised of the Chair, Vice-Chair, Secretary, and Treasurer of the Board of Directors, and is chaired by the Chair of the Board. The committee members and their appointments shall be elected in accordance with the school's bylaws. The Executive Committee shall meet at least quarterly. There will be times when the committee may need to increase the regular frequency of these meetings to monthly or even weekly. In addition, members must also be on call for individual assignments.

Compliance Committee

Responsibilities: The primary role of the Compliance Committee shall be to assure that the school is meeting its educational and legal goals, objectives and requirements, and that the Board monitors the schools progress through clear and consistent measures. The specific committee responsibilities shall be to:

- Provide oversight in the development of the annual School Improvement Plan and present the plan to the Board. The Board of Directors will approve the plan as part of the annual school budget approval process.
- Oversee preparation of any needed Enrollment Plans to meet OCR requirements and present plan to the Board. The Board of Directors will approve the plan and provide for its presentation to Beaufort County Board of Education.
- Approximately every 5 years or as determined necessary by the Board, coordinate for the development of a Strategic Plan, in consultation with the school Director, and present the plan to the Board. The Board of Directors will approve this plan.
- Approximately every 3 years or as determined necessary by the Board, coordinate for a review of the school's bylaws
- As legally required or as determined necessary by the Board, coordinate for the process of charter review and renewal
- Maintain and update the Master Calendar

Committee Members: Compliance committee members shall:

- Be committed to the school and believe in the mission of the school
- Be skilled in various aspects of education, charter schools, or charter law
- Be highly regarded by the school community and the community at large
- Be willing to give the necessary time to perform the duties required of their role

The size of the committee depends on the number of tasks to be accomplished, but not so large that the chair spends all his/her time facilitating meetings and other logistics. A minimum of one parent, educator and community member must serve on the Compliance Committee at all times. The committee should be staffed by the school Compliance Committee Chairperson, who is a member of the Board of Directors. The Compliance Committee should meet at least quarterly. There will be times when the committee may need to increase the regular frequency of these meetings to monthly or even weekly. In addition, members should also be on call for individual assignments.

Facilities Committee

Responsibilities: The primary role of the Facilities Committee shall be to oversee the school's major asset, its buildings and grounds, including their maintenance, improvement and conformity with safety and building codes. The Building Committee works with the school Director in creating the best learning environment possible for the students. The specific committee responsibilities shall be to:

- Identify and recommend policies to ensure that the current facilities are well maintained and future facility needs are met
- Collaborate with the school Director and Finance Committee to ensure that the development of long-range financial plans for adequate facility funding
- Advise the Fund Development Plan as it relates to current and future facilities needs
- Collaborate with the Capital Campaign Committee for the duration of such a campaign
- Assist the Finance Committee, as necessary, in providing oversight of the procurement process as it specifically relates to facility needs
- Prepare and implement the procurement processes for necessary professional service consultants, including those for architectural, contracting, and project management services
- Serve as liaison between the Board of Directors and any professional service consultants hired by the Board
- Assist in the identification of grants specific to supporting, supplementing or meeting future facilities needs

Committee Members: Facilities committee members shall:

- Be committed to the school and believe in the mission of the school
- Be skilled in finance, real estate, architecture, construction or landscape design and/or implementation
- Be highly regarded by the school community and the community at large
- Be willing to give the necessary time to perform the duties required of their role

The size of the committee depends on the number of tasks to be accomplished, but not so large that the chair spends all his/her time facilitating meetings and other logistics. A minimum of one parent, educator and community member must serve on the Building Committee at all times. The committee should be staffed by the school Building Committee Chairperson, who is a member of the Board of Directors. The Building Committee should meet at least quarterly. There will be times when the committee may need to increase the regular frequency of these meetings to monthly or even weekly. In addition, members should also be on call for individual assignments.

Finance Committee

Responsibilities: The primary role of the Finance Committee shall be to recommend to the Board appropriate policies for the management of the school's assets. The specific committee responsibilities shall be to:

- Assist the school Director in preparing the upcoming fiscal year budget and present the budget recommendations to the Board for approval
- Present monthly financial reports to the Board i.e., Balance Sheet, Statement of Cash Flow, Income and Expense report and Budget versus Actual report, and recommend action to the Board as appropriate
- Monitor the implementation of the approved budget and recommend proposed budget revisions to the Board as necessary
- Review all non-budgeted expenditures over a set dollar amount to be determined by the Board of Directors, and recommend action to the Board
- Collaborate with the school Director to develop and annually revise a five-year fiscal forecast and develop long-range financial plans based on the forecast

Committee Members: Finance committee members shall:

- Be committed givers to the school and believe in the mission of the school
- Be skilled in various aspects of finance or financial oversight
- Be highly regarded by the school community and the community at large
- Be willing to give the necessary time to perform the duties required of their role

The size of the committee depends on the number of tasks to be accomplished, but not so large that the chair spends all his/her time facilitating meetings and other logistics. A minimum of one parent, educator and community member must serve on the Finance Committee at all times. The committee shall be staffed by the school Finance Committee Chairperson, who is the Treasurer of the Board of Directors. The Finance Committee should meet at least quarterly. There will be times when the committee may need to increase the regular frequency of these meetings to monthly or even weekly. In addition, members should also be on call for individual assignments.

Fund Development Committee

Responsibilities: The primary role of the Fund Development Committee shall be to advise the board and staff of the school on all matters pertaining to fund development and to oversee and coordinate for the ongoing fund development efforts of the school. The specific committee responsibilities shall be to:

- The Board of Directors, in consultation with the standing committees and the school Director, will determine the Fund Development Goal as part of the school budget process
- Develop the annual Fund Development Plan and present it to the Board. The Board will approve the Fund Development Plan as part of the annual school budget approval process.
- Identify ways the Board of Directors can be involved in the raising of funds and match individual board members with the activities that match his or her skills and interests
- Develop the necessary sub-committee systems and structure to successfully carry out the multiple fund-raising events and activities that are part of the annual fund-raising plan, and supervise the functions of those sub-committees
- Support school staff in the recruitment of volunteers (including parents, staff, community members and alumni) for the various fund-raising activities
- Assist in the identification of major donors and grant opportunities, and make contact with and solicit major donors when a committee member is the right person for such contact
- Advise on the school's Outreach and Communications Plan as it relates to fund development activities for the year
- Monitor the progress of the annual campaign and keep the Board informed
- Establish and implement a system of recognition for Board and other volunteers who are active in fund-raising

Committee Members: Fund Development committee members shall:

- Be committed givers to the school and believe in the mission of the school
- Be skilled in various aspects of fundraising, grant writing, crowd funding, or sponsorship
- Be highly regarded by the school community and the community at large
- Be willing to give the necessary time to perform the duties required of their role

The size of the committee depends on the number of tasks to be accomplished, but not so large that the chair spends all his/her time facilitating meetings and other logistics. A minimum of one parent, educator and community member must serve on the Fund Development Committee at all times. The committee should be staffed by the school Fund Development Committee Chairperson, who is a member of the Board of Directors. The Fund Development Committee should meet at least quarterly. There will be times when the committee may need to increase the regular frequency of these meetings to monthly or even weekly. In addition, members should also be on call for individual assignments.

Marketing Committee

Responsibilities: The primary role of the Marketing Committee shall be to review and evaluate the schools marketing and public relations efforts to ensure that they promote an effective school/home/community partnership across all segments of the community. The specific committee responsibilities shall be to:

- Manage and oversee the school's marketing image relative to all stakeholders
- Manage and oversee Board business communication to and with media as deemed appropriate by Communications chair and Chair of Board of Directors including press releases, advertisements and other communication
- Provide oversight in the development of the annual Outreach and Communications Plan and present it to the Board of Directors. The Board will approve the plan as part of the annual school budget process. Evaluate the implementation of the plan to review that the information provided to the all stakeholders is timely and accurate
- Identify and foster community partnerships to further the school's mission.
- Monitor school communications practices to ensure that they adhere to and further the school's mission
- Manage and oversee the development of the Capital Campaign.

Committee Members: Communications committee members shall:

- Be committed to the school and believe in the mission of the school
- Be skilled in written and/or oral communication or community organizing/development
- Be highly regarded by the school community and the community at large
- Be willing to give the necessary time to perform the duties required of their role

The size of the committee depends on the number of tasks to be accomplished, but not so large that the chair spends all his/her time facilitating meetings and other logistics. A minimum of one parent, educator and community member must serve on the Community Outreach Committee at all times. The committee should be staffed by the school Community Outreach Chairperson, who is a member of the Board of Directors. The Community Outreach Committee should meet at least quarterly. There will be times when the committee may need to increase the regular frequency of these meetings to monthly or even weekly. In addition, members should also be on call for individual assignments.

People & Programs Committee

Responsibilities: The primary role of the People and Programs Committee shall be to advise the Board and staff of the school on all policy matters pertaining to personnel and to oversee the ongoing opportunities for students, parents and community members to be involved in the school. This includes recruitment of broad community representation and a comprehensive set of skills for board membership, providing oversight and coordination of the board nomination and election processes in accordance with the school's bylaws. The People and Programs committee will periodically create, review, and recommend non-academic policies relating to enrichment and extra-curricular activities for students, families, and volunteers at Riverview Charter School. The committee will show a respect for diversity and be committed to creating and reinforcing an inclusive environment within the school.

Specific committee responsibilities shall be to:

- Vet and approve personnel policies (ie staff training, benefits, employee relations, employment legalities, and recruitment of staff)
- Coordinate for the annual review of the Employee Handbook and employee classified and non-classified contracts
- Oversee staff recruitment efforts to ensure compliance with OCR requirements
- Coordinate for annual perception surveys to be prepared and executed, and present the results to the Board of Directors
- Identify and recommend policies to the Board in the area of student life
- Provide policy recommendation to the Board in the areas of family involvement, including the PTO, grade level navigators and classroom helpers;
- Advise the Board on skills and experience needed on the Board and identify candidate individuals and organizations, creating a pool for current and future nominations for board membership
- Review and maintain a current information packet for prospective nominees, including documentation of board member performance expectations, standing and ad hoc committee descriptions, committee member enrollment forms, nomination and election processes, and general information about the school
- Recruit interested members of the community for nomination to the Board
- Assist the Board Chair in the reviewing and confirming the qualifications and relevant personal information, including conflicts of interest and legally-required background checks, of each received nomination
- Communicate with nominees throughout the nomination and election process
- Provide review of the process and procedures for recruitment, nomination, and election to the Board, annually or as needed
- Coordinate new Board member orientation, board training, and provide the Board of Directors Member Handbook and board development materials, methods for successful committee establishment and function, methods for succession planning, and any relevant self-assessment materials
- Plan and coordinate all Board training and retreats.
- Establish a method to periodically measure Board performance and director satisfaction
- Develop advisory/honorary board or other such supporting groups, as needed

In addition to the above responsibilities, the People and Programs committee will also provide the Director's Review to assure the ongoing support and annual evaluation of the contract, performance, and compensation of the sole employee of the Board. The specific committee responsibilities shall be to:

- Conduct annual Director evaluation
- Review and recommend revisions to the job description and/or performance standards for the Director, drawing on the goals and objectives of the school's charter, the strategic plan, the current school improvement plan, and in consideration of the Director's own assessment of the critical tasks of the position

People & Programs Committee (cont'd)

- Establish, review and recommend to the Board any changes to the assessment tool(s) to be utilized in the evaluation of the Director, drawing on the goals and objectives of the school's charter, the strategic plan, the current school improvement plan, and in consideration of the Director's own assessment of the critical tasks of the position
- Discuss the annual evaluation with the Director, identifying actions toward enhancing performance and establishing any amended performance standards for the coming year
- Provide opportunity for the Director to make a formal response to the annual evaluation
- Conduct interim discussions and reviews with the Director throughout the year as needed
- Present the annual evaluation and any Director's response to the Board of Directors, providing recommendation for contract renewal and/or compensation and benefit adjustment as needed, for Board approval

Committee Members: People and Programs committee members shall:

- Be committed to the school and believe in the mission of the school
- Be skilled in various aspects of human resources or volunteer coordination
- Be highly regarded by the school community and the community at large
- Be willing to give the necessary time to perform the duties required of their role

The size of the committee depends on the number of tasks to be accomplished, but not so large that the chair spends all his/her time facilitating meetings and other logistics. The Committee should consist of a minimum of one parent, educator and community member must serve on the People and Programs Committee at all times. The committee should be staffed by the school People and Program Committee Chairperson, who is a member of the Board of Directors. The People and Programs Committee should meet at least quarterly. There will be times when the committee may need to increase the regular frequency of these meetings to monthly or even weekly. In addition, members should also be on call for individual assignments.