



## Advancement

### Charge:

*The Advancement Committee works with the school's staff to develop and promote the school's long-term advancement plan that is aligned with the revised mission.*

### Responsibilities:

- In partnership with the head of school and Admissions, Fundraising, and Marketing administration, sets and oversees the school's advancement strategy and goals for the year
- Reviews school's admissions policies, fundraising, financial aid, communications and marketing content and promotional activities to ensure alignment to school's mission and advancement strategy and goals for the year
- Sets and implements the school's fundraising goals, including assistance of targeted capital campaigns
- Monitors fundraising, including maintenance of accurate giving records, and keeps the board informed
- Monitors and facilitates periodic brand assessments and research studies as needed

## Building & Grounds

### Charge:

*The building and grounds committee stewards the master plan and ensures that the school building and grounds aligns with the vision of the master plan, reflects the school mission, and is conducive to learning.*

### Responsibilities:

- Oversees the growth and development of the school's plant and grounds, including determining how assets are allocated to both maintain and enhance the school's campus.
- Oversees and stewards the development and implementation of a master plan for the campus, advising the Board on the selection of architects, on-site managers and general contractors.
- Reviews and recommends all major capital items not included in annual operating budget, replacement and renewal budget and timetables, the scheduling for systematic replacement of all capitalized and depreciable property, and the expenditure of any funds from the building reserve and equipment replacement funds.

## Diversity

### Charge:

*The Diversity committee is charged with working with the school to create policies and practices related to Diversity, Equity, Inclusion, and Belonging to further the school's mission.*

### Responsibilities:

- Helps to establish, encourage, and review school and administrative practices and policies that reflect a long-range commitment to diversity.
- Helps to develop, review, and support the implementation of DEI strategic plan initiatives.
- Supports and encourages increased diversity in student enrollment, faculty, administration, the Board, and school committees.

- Helps the school create a diverse learning environment that will best prepare students to thrive in a multicultural and interconnected society.
- Helps to create a diverse educational community within which each member feels respected and supported by teaching and modeling sensitivity, dialogue, the exchange of ideas, and understanding with regard to difference.
- Helps to establish periodic review processes to ensure accountability.

## Finance

### Charge:

*The Finance committee provides oversight of the School's fiscal matters, monitoring that financial strategy and performance operates in support of the mission and ensuring that long-term financial health is sustainable. It provides recommendations to the Board on budgeting and financial planning, reporting, and safeguards. The entire board has fiduciary responsibilities for the organization and remains accountable for protecting the organization's financial well-being.*

### Responsibilities:

- Safeguards the school's long-term financial health.
- Reviews and approves the proposed annual budget (typically twice per year – the next year's preliminary budget in the winter and the final budget in the fall) prior to presentation to the full Board.
- Reviews budget requests, analyzes projections and initial budget drafts prepared by the staff, and recommends priorities for future expenditures for the annual budget and for the capital budget.
- Reviews financial reports at least quarterly and alerts the Board to significant deviations from the approved budget.
- Reviews periodically employee benefit plans, school insurance coverage and the office procedures as they relate to finances.
- Advises the staff on the frequency, format, and the content of the reports to the Board and the school community on the financial status of the school.
- Reviews government support programs for applicability to the school and the wisdom of the participation by the school.
- Explores possibilities for alternative revenue streams.
- Reviews, analyzes, and obtains proper financing resources if needed for any new capital campaign building projects.
- Monitors the integrity of the school's financial reporting process and the systems of internal control regarding finance and accounting.
- Monitors the school's major business and operational risks.
- Creates a financial contingency plan for reference in case of an unexpected shortfall.
- Observes the annual filing of the IRS Form 990 and share it with the board.
- Educates the board on financial statements, nonprofit financial accounting and trends affecting the school's finances.
- Drafts new or amended financial policies for the board's approval.
- Investigates financial issues as directed by the board and then reports findings and recommendations to the board.

## Governance

### Charge:

*The governance committees oversees the growth and development of the Board of Trustees.*

**Responsibilities:**

- Oversees the Board's processes, including adherence to By-Laws.
- Leads succession planning and actively manages trustee identification, recruitment, cultivation, selection, and development.
- Coordinates and oversees Board education, including new trustee orientation.
- Conducts regular Board assessment.

## Investment

**Charge:**

*The Investment Committee develops and monitors a prudent investment program to ensure the long-term financial health of the Emerson School and to support its mission. It provides guidance and recommendations to the Board on investment matters. The committee is guided by the provisions of fiduciary duties customary in the financial industry, in addition to being bound by the Board-specific fiduciary responsibilities.*

**Responsibilities:**

- Develops and maintains the school's investment policy statement (IPS) and recommends changes to the board as appropriate.
- Ensures compliance with donor restrictions and related laws and regulations.
- Coordinates with the finance committee to ensure that long term investment strategy is capable of delivering set expectations.
- Reviews the quarterly fund statements and monitors the investment portfolio.
- Reports periodically to the board and finance committee on investment fund performance and advises the board of significant deviations from expected earnings or market conditions.

## Risk

**Charge:**

*The Risk Committee provides oversight to ensure that the school's risks are effectively identified, assessed, and mitigated to minimize threats to Emerson School. The committee is instrumental in engaging the board at the appropriate level on all forms of risk and the school policies relevant to mitigating those risks. In addition, the board may ask the committee to investigate specific risk issues. In all these activities, the risk committee works closely with the Head of School and the administration team.*

**Responsibilities:**

- Identify, assess, and monitor all forms of risk for the school, including but not limited to operational, health, safety, and legal.
- Prioritize risks that need mitigation.
- Develop and implement risk mitigation policies and practices in cooperation with school administration.
- Alert the board to any specific areas of concern.
- Present mitigation strategies to the board and request any required funding from the Head/administration as well as the Finance Committee.