

**B. Charter Board Governance and Operations**  
**Policy B-601: Executive Committee of the Board**  
**Policy**

The executive committee is commissioned by and responsible to the board of directors to function on behalf of the board of directors in matters of emergency and in interim periods between regularly scheduled board meetings. The executive committee shall have and exercise the authority of the board of directors provided that such authority shall not operate to circumvent the responsibility and authority vested in the board of directors by the by-laws, and any action taken is to be ratified by the board of directors at its first subsequent meeting.

**Guidelines:**

**Appointments and Composition**

1. The executive committee shall be composed of the chair or co-chairs, vice-chair, secretary, and treasurer of the board, as well as the Superintendent as a non-voting member.
2. The chair of the executive committee shall be the chair of the board of directors.
3. The Chair, vice-chair, secretary, and treasurer shall be elected in accordance with procedures set forth in the by-laws of the charter school.

**Responsibilities**

1. Make decisions on behalf of the full board as needed which cannot wait for the full board or on matters delegated to the Executive Committee by the board of directors.
2. Maintain effective communication with the committees of the charter school board.
3. Coordinate the annual planning and budget process of the charter school in conjunction with the finance committee and the superintendent. Developing an annual work plan for the board.
4. Respond to the call of the board chair or Superintendent for emergency meetings to deal with special problems between regular board meetings.
5. Annually submit objectives as part of the planning and budgeting process.
6. Make recommendations to the governance committee regarding structure and functioning of the board.
7. Coordinate the recruitment and selection of the Superintendent; review the compensation of the Superintendent.
8. Provide guidance and coordinate the annual review of the performance of the Superintendent in accordance with the process, criteria and timelines outlined in the Superintendent Description of Services.
9. Assist chair in managing conflicts among and complaints concerning directors.
10. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of directors.
11. Report to the board of directors at regular meetings of the board in a manner determined by the board.

*Approved (B-601):*                      *March 08, 2015*  
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*Legal Reference:*