

## **School Leadership**

- ❑ **School Board Member:** Our board functions as a policy and fundraising as their main purposes. We are looking for members both inside and outside our community to join the board who may have the following skill set: legal, development, marketing, education, social justice, and financial. Our board meets once a month and have an annual retreat.
- ❑ **Committee Member:** Committee members are critical to MSL's future growth. Committee members envision, create, and execute our strategic plan. Our committees meet once a month. Below are descriptions of our committees.
  - ❑ *Finance Committee-* The finance committee reviews and recommends financial policies and procedures. This committee oversees the development of the annual budget in close collaboration with the Head of School and presents the budget to the board for approval. The finance committee oversees financial operations and provides the board with periodic reports and an annual audit. It also oversees the school's investments and recommends specific investment strategies to the board.
  - ❑ *Building and Grounds Committee-* The building and grounds committee oversees the other important category of the school assets: property, building and major equipment. The committee ensures that property is maintained and renovated to meet program needs. Members monitor the safety of the school's physical environment, as well as conformity to other regulatory requirements, i.e., fire and building codes. The building and grounds committee makes recommendations for capital improvements.
  - ❑ *Development Committee-* The development committee oversees all fundraising efforts for the school. The committee sets policy for receiving gifts and conducting fundraising. The funds development committee approves all fundraising events and may appoint ad hoc committees to implement specific events. The committee itself plans the annual fund drives and its capital campaigns. Committee members take an active role in cultivating and soliciting major donors and train board members in the art of donor solicitation.
  - ❑ *Marketing Committee-* The Marketing Committee works to broaden the community's involvement with the school. The primary job of the committee is to coordinate volunteer efforts in support of the school's programs. The committee also reviews major publications to ensure that they are consistent with the mission and image of the school. This committee occasionally recommends communication or marketing approaches to disseminate information about the school and its programs to further develop public/parent relations.
  - ❑ *Special Projects Committee-* The special projects committee works to create programs for students and teaching faculty. The primary job of the committee is to analyze, design, develop, implement, and evaluate programming that would benefit the students and teachers. This committee focuses primarily on sports, professional development for educators, and social justice programs.

