

Board Advisory Committee Annual Calendar

This process should be viewed as circular. For example, July tasks may be dependent on work performed in June.

July

- Board reviews recommendations and develops responses
- Board determines if it wants to provide the committee an additional area of focus for the year
- Board reviews requested adjustments to the committee's charters, if any, and makes adjustments to regulation BCE-R
- Board places committee reporting schedule on the calendar

August

- Board Clerk finalizes documents for the committee
 - Working draft Annual Report. The committees will edit this document to develop their Annual Report. The draft includes:
 - Draft Scope of Work
 - Committee Membership (including staff and Board liaisons)
 - Placeholder meeting dates
 - Prior recommendations
 - Board and staff responses to the recommendations
 - Prior year's Annual Reports in .pdf
 - Committee bylaws
- Board and staff liaisons meet with committee Chairs to discuss the committee's Scope of Work
- Committee Chairs set the committee's first meeting date and files this date with the Clerk of the Board

September

- Board liaisons report on the committee's planned work to the Board and file the final Scope of Work with the Clerk of the Board
- Committees set meeting dates and file those dates with the Clerk of the Board

October - March

- Committees perform their Scope of Work, reporting to the Board if desired

April

- Committees discuss preliminary recommendations to the Board in a Work Session (if desired)

May

- Committees provide their Annual Report to the Board

June

- Committees provide their Annual Report to the Board

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- The committee Chair and Board liaison establish the committee's draft reporting schedule for the next school year and file this with the Clerk of the Board
- The committee Chair and Board liaison determine if the committee's charter requires refinement.

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