

Executive Committee Charter

Purpose:

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.

Membership:

1. The executive committee shall be composed of the Chair, vice-Chair, secretary, and treasurer of the board, as well as the primary (and secondary at the discretion of the primary) school administrator as ex-officio member.
2. The chair of the executive committee shall be the Chair of the board of directors.
3. The Chair, vice-Chair, secretary, treasurer shall be appointed in accordance with procedures set forth in the by-laws and Officer Procedure of the charter school.

Reports To: Board of Directors

Frequency and Method of Reporting: Monthly to Board of Directors in written and verbal report, as well as annually in a summative report to the JJ Legacy community and ad-hoc, as directed by the board of directors.

Scope of Responsibilities:

1. Matter and meeting preparation and management

- Establish and operate a procedure that provides consistent, equitable, transparent, effective and timely handling of all matters requesting or requiring attention of Board of Directors – including: matter/topic intake, vetting, preparation, processing, informing/deciding, communicating, documenting, closing.
- Establish and manage to a 12 month calendar of board responsibilities to ensure full compliance, support, and development of the governance of JJ Legacy, in collaboration with the Board Operations and Finance committees.
- Establish agenda and ensure Open Meeting law compliance for meetings of the full board of directors.
- 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.

- Maintain effective communication with all the standing and ad-hoc committees of the school board.
- Coordinate the annual planning and budget processes of the charter school in conjunction with the finance committee and the charter school administrator.
- Respond to the call of the board Chair or charter school administrator for emergency meetings to deal with special problems between regular board meetings.

2. Establish and conduct the confidential performance management process with the school administrator(s) that are employees of the Board of Directors

- Development of the performance review process and timetable, including its steps, tools, parties involved and their responsibilities, and timetable in deep collaboration with the school administrator(s) that are employees of the Board of Directors that provides at least monthly feedback and at least annual formal performance review. Ensure this is adopted by the JJ Legacy Board of directors as an official procedure.
- Set at least annual performance expectations for the charter school administrator(s) in close collaboration with the school administrator(s) in alignment with 1) the current written job description for the administrator, 2) relevant sections of the charter school educational plan and contract, 3) the charter school strategic plan, 4) the past performance of the charter school administrator(s). These items may need to be established/updated or caused to be established/updated, as necessary
- Conduct performance feedback at least monthly and a formal review at least annually following a “doctrine of no surprises” in accordance with the process and timetable adopted as the official procedure
- Ensure creation of and support (and cause to be supported by others) the performance development action plan established by the school administrator(s) based on feedback received, goals of the organization, and professional goals of the individuals.
- Review the performance review process at least annually with feedback from all constituents and propose modifications to the official procedure to continuously improve the process.

3. Executive Committee management

- Comply with Open Meeting Law and maintain and publish meeting minutes
- Annually submit objectives as part of the planning and budgeting process.
- Annually evaluate its work as a committee, including against the objectives to which it has committed itself. Further, report on the same to the board of directors.
- Report to the board of directors at regular meetings of the board in a manner determined by the board.

Goals for Remaining 2021:

- Form a committee and publish dates of consistent meeting at least once per month
- Meet at least monthly
- Define monthly goals in a documented action plan to complete first iteration of all items in scope of the responsibilities outlined in this document and report to board for approval in July 2021 regular board meeting
- Meet monthly goals in accordance with a documented action plan and report progress to the board.

Executive Committee Action Plan

Committee Goals:

1. **Matter and meeting preparation and management**
2. **Establish and conduct the confidential performance management process with the school administrator(s) that are employees of the Board of Directors**
3. **Executive Committee management**

Key Action Steps

August	1. 2. 3.
September	1. 2. 3.
October	1. 2. 3.
November	1. 2. 3.
December	1. 2. 3.
January	1. 2. 3.
February	1. 2. 3.
March	1.

	2. 3.
April	1. 2. 3.
May	1. 2. 3.
June	1. 2. 3.
July	1. 2. 3.