



1) Purpose

- a) Jackson Day School's Board recognizes the need to organize itself to effectively perform the various tasks at hand. The Board decided that delegating specified tasks to sub-committees of the Primary Board would divide work and allow for overall higher board productivity than if the Primary Board acted alone on every matter. The purpose of this policy is to outline the roles, responsibilities, relationship, and authorities between the Primary Board and the Committees and to ensure they operate effectively.

2) Primary Board of Directors

- a) The Primary Board of Directors is composed of individuals who have been elected by stakeholders and are responsible for the governance of Jackson Day as outlined within the corporate bylaws.
 - i) **Primary Board Composition**-The primary board has 7-15 elected board members with the following elected positions:
 - (1) Chair
 - (2) Co-Chair
 - (3) Treasurer
 - (4) Secretary
 - (5) Board Members
 - ii) **Primary Board's Function** -A summary of the function of the Primary Board is as follows:
 - (1) To define the purpose of the company
 - (2) To define the values by which the company will perform its daily duties
 - (3) To develop a strategy combining these factors
 - (4) To ensure implementation of this strategy by planning the work of the Board.
 - iii) **Primary Board's Authority**-The Primary Board has final authority in all decision making for Jackson Day School.

3) Standing Committee

- a) The Standing Committee is a sub-committee organized for the purpose of analyzing issues and making recommendations within an area of jurisdiction assigned to them by the Primary Board.
 - i) **Standing Committee Formation**-Standing committees will be formed to address a pressing matter or issue that needs attention. The board asks volunteer directors to sit on the committee in order to study the issue and make a recommendation to the full board. The formation of a standing committee is noted in the minutes of the board meeting, along with what the committee's mission is, who will serve on it, who will chair it, and what time frame it is on to accomplish its mission.
 - ii) **Standing Committee's Commission/Purpose**- The Primary Board will provide each Standing Committee, prior to their first meeting, an outline of the committees assigned commission, roles and responsibilities, timeline, and their authority.
 - iii) **Standing Committee's Composition**-The committee shall be composed of:
 - (1) An effective chair/co-chair who:
 - (a) Understands the decision-making process
 - (b) Knows how to lead a group through that process
 - (c) Enables the committee to arrive at appropriate decisions
 - (2) Committee members who:
 - (a) Invest the time and effort necessary to be knowledgeable on their commission
 - (b) Contribute to the committee's research and gather data
 - (c) Have the ability to evaluate the available data in regards to their assigned commission

- (d) Seek out and evaluate alternative courses of action and choices for the school
- (e) Make reasonable and thoughtful decisions
- (f) Effectively communicate options and answer questions at Board meetings for final board approval on task at hand.

(3) A representative from the Primary Board member and/or staff member to offer supplementary assistance and direction when needed.

iv) **Standing Committee's Function**-While the Standing Committee's primary function is advisory, other functions include:

- (1) Monitor and evaluate the performance of the organization in relation to its commission.
- (2) Divide up the work of the organization
- (3) Expedite work by removing routine tasks from monthly board consideration
- (4) Utilize specific talents and knowledge of the committee members
- (5) Permit broader participation in the overall governance of the school.
- (6) At times make decisions at the committee level
- (7) Make committee recommendations concerning the delegated task

v) **Standing Committee's Authority**-The Standing Committees primary role is to advise on a task or commission assigned to them by the Primary Board. The Standing Committees will advise and answer questions of the board. The Primary Board will vote on information presented by the committees and have final authority in all decision making for the school.

4) Adoption

- a) This board policy was initially adopted by the Mountain Island Day School governing board on November 30th, 2017, modified on February 6th 2018. This policy was updated on January 6th, 2022 with the school's new name Jackson Day School.

Items addressed

- Board Committees