

## **Board Work Outline (by Committee)**

The school administration forms a Board that focuses on the following areas critical to its short- and long-term future. More specifically, the school works to establish a Board that will not only set direction, but also will become involved in implementing appropriate portions of the direction, doing that work chiefly in standing committees.

### ➤ *Finance*

- Provide a degree of oversight on the school's financial condition. To be clear, the intent is to have the Board assist in maintaining a viable financial standing, without the Board taking on any fiduciary or audit-related responsibilities;
- Review and report key finance-related metrics including actual and projected financial results versus those budgeted for the year; tuition collections compared with previous year(s); timely payment of bills;
- Participate in creating and aligning the following year's budget with the school's strategic and operational plans; and
- Maintain a rolling multi-year financial plan that supports the school's strategic plan.

### ➤ *Facilities*

- Maintain a rolling list of needed repairs and/or enhancements to the school building; and
- Actively engage in ensuring that capital projects are undertaken in a cost-effective way.
- Collaborate with the Development Committee in describing support for these projects.

### ➤ *Enrollment Management*

- Review and enhance the existing enrollment management plan. In appropriate areas, the Board may be called on to help create and/or implement portions of the plan;
- Review key enrollment-related metrics including retention rates, prospect lists, etc.;
- Lead efforts to reconsider the school's branding in light of the strategic plan; and
- Assist in building relationships with local businesses, other Parishes, etc. that will help to build awareness of the school for the purpose of increasing enrollment.

### ➤ *Strategic Planning*

- Lead the Board's adoption of the standard Archdiocesan bylaws; and
- Establish and maintain a 3-5 year rolling strategic plan dealing with key issues impacting the school's short- and long-term viability (i.e., Development, Marketing and Enrollment, Fiscal and Facilities Management).

### ➤ *Development (i.e. External Funding)*

- Review and enhance the existing development plan and past activities. In appropriate areas, the Board may be called on to help implement portions of the plan;
- Review key development-related metrics including retention rates, prospect lists, etc.;
- When appropriate, lead a feasibility study for a capital campaign supporting the strategic and facilities plans; and
- Assist in building relationships with local businesses, other Parishes, alumni, etc. that will help to build awareness of the school for the purpose of increasing external funding for the school.