



### **The Basic Focus of a Board:**

**Mission:** Understand it, articulate it, live it

**The Future of the Mission:** Ensure it and provide for it

### **The Board's Basic Responsibilities:**

- Enable mission effectiveness and purpose
- Ensure effective planning
- Provide overall direction
- Ensure adequate resources and monitor their effective use
- Support school leadership/heads of schools
- Enhance public image
- Assess and review performance of the board
- Perpetuate the Board

### **The Basic Work of a Board**

To discuss to decide, that is, to identify and to consider a variety of options and then, through consensus, make wise decisions and recommendations to sustain the mission.

### **In considering board candidates, the idea is to**

Identify individuals who can enable the board to focus on mission and the future and to successfully carry out the board's responsibilities. Ideally, the Board members reflect a balance of profiles and demographics:

- Professions/skills and access to resources and assets that can advance the mission and work
- Age
- Gender
- Ethnic/cultural backgrounds
- Current & past parents
- Community and civic leaders

**Qualities desired in board members:** Commitment to the mission of Catholic education • Commitment to Catholic values • Leadership skills & Connectors: People who know people; people who are heavily involved, who know who does the work as opposed to who takes the credit • Wisdom • Good judges of character • Time and interest to serve • Doers and shakers • Skills and talents to bring broad point-of-view • Reliable • Prudence • Good judgment • Consensus builder • Good Communicator • Visionary

**Traits to be avoided:** Single-issue candidates • Candidates with grudges or agendas • Micro-managers • Narrow points-of-view • Poor communicators • "High maintenance" individuals • Those who cannot make difficult decisions • Those who cannot honor confidentiality



## Committees of the Board – General Overview

The Office of Catholic Schools will form a School Board with the intention that the Board will focus on a number of key dimensions that will help ensure the short and long-term vitality of the Catholic Consortium of Lake County. Specifically, the Board will not only set direction, but also become involved in implementing appropriate portions of the direction, doing that work chiefly in standing committees.

### **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).

### **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 key finance-related metrics including actual and projected financial results versus budget, collections, etc.; these financial reports should be reviewed monthly: *Budget to Actual; Actual to prior year same period; Balance sheet; Aging report for accounts receivable—tuition collection; Listing of unpaid 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.

### **Enrollment Management and Communications**

- 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.

### **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.

### **Facilities & Operations**

- 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.



## Catholic Consortium of Lake County School Board and Committee Interest Form

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PREFERRED TELEPHONE NUMBER \_\_\_\_\_

PREFERRED E-MAIL ADDRESS \_\_\_\_\_

CURRENT PARISH (if applicable) \_\_\_\_\_

### Relationship to Catholic Consortium of Lake County Schools

Current Parent

Past Parent

Faculty/Staff

Friend

Alumna/us: Class of \_\_\_\_\_

Other \_\_\_\_\_

### Please list the names of your children currently enrolled in PreK – 12<sup>th</sup> grade

Name	Grade	School
_____		
_____		
_____		
_____		

### If you are a parent of a former Consortium school student, which school(s) did your children attend?

\_\_\_\_\_

### Board Committee/Task Force Interests – please indicate your interests in support of the work of the board

Finance

Marketing/Admissions/Communications

Facilities & Operations

Technology

Advancement/Fundraising

Other \_\_\_\_\_

**RELEVANT EXPERIENCE:** Please list educational, professional or pro bono experiences that help support your candidacy and interest in serving. Please feel free to attach a resume, if available.

Organization Name	Role	Duration

**STATEMENT OF VOLUNTEERISM:** Please indicate why you wish to participate and what do you hope to bring to the Catholic Consortium of Lake County Board and its committees?

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**PLEASE LIST OTHER CHARITABLE ORGANIZATIONS OR BOARDS ON WHICH YOU CURRENTLY SERVE:**

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**QUESTIONS/COMMENTS OR CONCERNS:**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

Please submit completed forms by July 7 to:  
Sister Judith Murphy, OSB | email: [jumurphy@archchicago.org](mailto:jumurphy@archchicago.org)  
Office of Catholic Schools | P.O. Box 1979 | Chicago, IL 60690 | 312.534.2047 | F: 312.534.5295