



## **YU MING BOARD COMMITTEES**

### **GUIDELINES FOR ALL BOARD COMMITTEES**

#### Intent of Board Committees

- The Board of Directors delegates specific responsibilities to Board committees in order to enable the efficient and effective governance of an organization.
- Board committees are responsible for providing the Board with accurate, timely and sufficient information and analysis, as well as and thoughtful recommendations, so that the Board can make informed decisions.
- Board Committees are intended to support, not replace or manage, the work of the Principal and staff.
- Board Committees should set and monitor progress towards their own annual goals
- Board Committees should plan to provide periodic study sessions and information sessions for the Board as well as the parent community, both to educate and solicit input on important topics related to the work of the Committee.
- Board Committees are subject to the Board's oversight.

#### Meetings and Minutes

- Most committees will meet one time per month between regularly scheduled board meetings.
- Minutes of each meeting shall be kept and filed with the corporate records.
- Committees should strive for consensus in decision-making. The Chair, at his/her discretion, may choose an alternative decision-making rule if consensus is not possible.

#### Composition of Committee Members

- Committees may have sub-committees, with a designated chair for each sub-committee who recruits and coordinates sub-committee members and represents the sub-committee on the committee. Members of sub-committees are not considered members of the Board Committee unless designated by the Board.
- Committee members do not have to be Board members, but must have relevant subject matter expertise, experience, and/or contacts, as well as the and capacity to participate fully in the work of the committee.
- Members must agree to serve on the committee for at least one school year, and attend all regularly-scheduled meetings.

#### Selection of Committee Members

- Each Committee Chairperson is responsible for facilitating and managing a clear and consistent process to identify, screen, and select potential Committee members.
- New committee members can be appointed at any time.

#### Role of Committee Chair

Each committee is comprised of at least one member of the Board of Directors, one serving as Chair of the committee. Appointment of each Committee Chair is made annually, in accordance with the bylaws.



Other members of the committee need not be members of the Board of Directors. The role of the Chair is to:

- Recruit and select qualified members;
- convene meetings;
- jointly set meeting agendas with the advice of other Directors and committee members;
- chair meetings;
- record and file minutes;
- report back to the Board on a regular basis regarding the committee's progress;
- be accountable to the Board for the work of the committee toward its mission and annual goals; and
- propose to the Board any changes in the scope or composition of the committee that are needed for the committee to achieve its goals.

## **FINANCE COMMITTEE**

### **Overall Role:**

The Finance Committee has primary responsibility for the financial management of the organization, in coordination with the principal.

### **Appointments:**

- Treasurer of the Board shall serve as the Chair of the Finance Committee.
- Principal shall serve on the Finance Committee
- CFO or other designee from the school's financial services provider shall serve on the Finance Committee
- Additional members who may be appointed need not be on the Board of Directors, as long as they have relevant financial expertise, experience, and capacity to serve
- Appointments of the Chair shall be made annually in accordance with the bylaws.

### **Responsibilities:**

- To review budgets prepared by staff and financial service provider, to oversee a process for budget preparations that appropriately collects stakeholder input, and to ensure consistency between the budget and the organization's goals and plans;
- To work with financial service provider and staff to design and deliver accurate and timely financial reports to the Board, including any related recommended actions;
- To develop long-range financial plans and projections;
- To revise and recommend financial guidelines and policies to the board for approval (e.g. establishing a reserve fund, obtaining a line of credit);
- To report to the board any financial irregularities, concerns, opportunities;
- To work with financial service provider to design and deliver Board training program to ensure that all Directors, including those without a financial background, are able to be effective financial stewards of the organization;
- To oversee short and long-term investments;
- To recommend selection of the auditor and work with the auditor to prepare and present annual audited financials to the Board of Directors; and
- To evaluate its own work as a committee in achieving its objectives.



## **FUND DEVELOPMENT COMMITTEE**

### **Overall role:**

The Fund Development Committee has primary responsibility for the organization's overall fundraising and, in particular, the fundraising done by the board.

### **Appointments:**

- A member of the Board of Directors shall serve as the Chair of the Fund Development Committee.
- Additional members who may be appointed need not be on the Board of Directors, as long as they have relevant fund development expertise, experience or contacts, and the capacity to serve
- Appointments of the Chair shall be made annually in accordance with the bylaws.

### **Responsibilities:**

- To be finalized

## **BOARD DEVELOPMENT COMMITTEE**

### **Overall Role:**

The Board Development Committee (sometimes called the Nominating Committee) is responsible for recruitment, nominations, training, and evaluation of Board members and the functioning of the board as a governing entity.

### **Appointments:**

- A member of the Board of Directors shall serve as the Chair of the Board Development Committee.
- Additional members who may be appointed need not be on the Board of Directors, as long as they have relevant governance expertise, experience, and capacity to serve
- Appointments of the Chair shall be made annually in accordance with the bylaws.

### **Responsibilities:**

- To identify priorities for board composition overall and for selecting new members;
- To meet with prospective board members and recommend candidates to the board;
- To recommend a slate of officers to the board;
- To develop and conduct orientation sessions for new board members and to organize training sessions for the entire board;
- To develop procedures for staffing and organization of committees;
- To develop, where appropriate, proposed amendments or additions to the Bylaws regarding the appointment and terms of service of members of the Board of Directors;
- To review Bylaws and policies to ensure compliance with state and federal laws while meeting the needs of the school;
- To revise the Board member agreement as needed;



- To coordinate and lead an annual evaluation process for the board as a whole as well as its individual members; and
- To evaluate its own work as a committee in achieving its objectives.

## **EDUCATION COMMITTEE**

### **Overall Role:**

The Education Committee monitors and evaluates the education program at the school. The Principal is the instructional leader in the school and responsible for execution of the educational program. *Note:* as with all Board Committees, this committee plays a governance role, not a management or implementation role.

### **Appointments:**

- A member of the Board of Directors shall serve as the Chair of the Education Committee
- Additional members who may be appointed need not be on the Board of Directors, as long as they have relevant education expertise, experience, and capacity to serve
- Appointments of the Chair shall be made annually in accordance with the bylaws.

### **Responsibilities:**

- To facilitate a shared understanding of the performance expectations for Yu Ming graduates across the school community;
- To design a system to monitor and evaluate the effectiveness and implementation of the educational program;
- To recommend resources to the leadership of the school to enhance the educational program; and
- To develop annual objectives as a committee and evaluate its own work as a committee in achieving its objectives.

## **FACILITIES COMMITTEE**

### **Overall Role:**

The Facilities Committee leads the process for evaluating, searching for and securing a suitable facility for the operations of the school (short term and long term).

### **Appointments:**

- A member of the Board of Directors shall serve as the Chair of the Facilities Committee.
- Additional members who may be appointed need not be on the Board of Directors, as long as they have relevant facilities expertise, experience, and capacity to serve
- Appointments of the Chair shall be made annually in accordance with the bylaws.

### **Responsibilities:**

- To recommend criteria for the search for a school facility
- To select and retain qualified professionals to assist with search and selection for a school facility
- To manage a comprehensive and efficient process of searching for suitable facilities



- To evaluate and communicate the tradeoffs between potential facilities; make a recommendation to the Board
- To manage the negotiation process and secure a suitable facility

## COMPENSATION COMMITTEE DESCRIPTION

### Overall Role:

The Compensation Committee leads the process for evaluating and setting compensation for the Principal.

### Appointments:

- A minimum of two member of the Board of Directors shall serve on the Compensation Committee, one of whom shall be the Chair of the Compensation Committee.
- Additional members who may be appointed need not be on the Board of Directors, as long as they have relevant K-12 administrative and/or HR expertise, experience, and capacity to serve
- Appointments of the Chair shall be made annually in accordance with the bylaws.

### Responsibilities:

- To establish a comprehensive compensation policy for the school principal and other executive staff.
- To establish, review and recommend revision, as needed, performance expectations for the school principal.
- To provide an annual formal written evaluation for the school principal.
- To evaluate suitability of compensation package for the school principal and recommend to the board any adjustments needed.

## SY2012-2013 Board Committee Chairs

Committee	Committee Chair	Email
Finance	Ted Rebholz	<a href="mailto:trebholz@yumingschool.org">trebholz@yumingschool.org</a>
Fund Development	Josh Stern	<a href="mailto:jsstern@yumingschool.org">jsstern@yumingschool.org</a>
Board Development	Meng-Hsiung Kiang	<a href="mailto:mkiang@yumingschool.org">mkiang@yumingschool.org</a>
Education	Carina Wong	<a href="mailto:cwong@yumingschool.org">cwong@yumingschool.org</a>
Facility	Chrissy Schwinn	<a href="mailto:cschwinn@yumingschool.org">cschwinn@yumingschool.org</a>
Compensation	Gloria Lee	<a href="mailto:glee@yumingschool.org">glee@yumingschool.org</a>

## Non-Board School Committees

### Intent and Overall Role

- Assisting the school administration to support key functional areas for the day to day operations.
- Committee leads/chairs are selected by the Principal based on experience/skills.
- Reports to the Principal and provides updates to Board as needed.
- Leads/Chairs agree to lead the committee annually.



### SY2012-2013 Non-Board Committee Leads\*

Committee/Team	Committee/Team Lead	Email
After-School Programs	Sean Ward	<a href="mailto:swardssfhs@yahoo.com">swardssfhs@yahoo.com</a>
Communications	Chrissy Schwinn	<a href="mailto:cschwinn@yumingschool.org">cschwinn@yumingschool.org</a>
Community Outreach	Eva Chiu	<a href="mailto:echiu@cladstudio.com">echiu@cladstudio.com</a>
Cultural Competence	Randolph Belle	<a href="mailto:randolph@rbacreative.com">randolph@rbacreative.com</a>
Enrollment	Dave Cherry	<a href="mailto:dcherry@yumingschool.org">dcherry@yumingschool.org</a>
Facility Maintenance	Ben Peters	<a href="mailto:bpeters@yumingschool.org">bpeters@yumingschool.org</a>
Hiring	Julie Mikuta	<a href="mailto:jmikuta@gmail.com">jmikuta@gmail.com</a>
Health/Sustainability and Safety	Lynna Tsou	<a href="mailto:lynna@berkeley.edu">lynna@berkeley.edu</a>
Technology Support/IT	Greg Nichols	<a href="mailto:greg.nichols@gmail.com">greg.nichols@gmail.com</a>

### Parent Action Group (PAG) Committees

- PAG President and VP are elected by parents annually.
- Committee leads volunteer for posts and selected by PAG officers.
- No formal reporting to board but coordinates with school and PAG leadership.

### SY2012-2013 PAG Officers and Committee Leads\*

Committee/Team	Committee/Team Lead	Email
President	<i>Vacant</i>	-
Vice President	Kelly Scribner	<a href="mailto:kelly_scribner@yahoo.com">kelly_scribner@yahoo.com</a>
Secretary	Colleen Chien	<a href="mailto:colleenchien@gmail.com">colleenchien@gmail.com</a>
Room Parent, K-Dragon	Beth Ko	<a href="mailto:dragonrp@yumingschool.org">dragonrp@yumingschool.org</a>
Room Parent, K-Panda	Cindy Hsia	<a href="mailto:pandarp@yumingschool.org">pandarp@yumingschool.org</a>
Room Parent, 1-Monkey	Katy Lee	<a href="mailto:monkeyrp@yumingschool.org">monkeyrp@yumingschool.org</a>
Room Parent, 1-Tiger	Jasmine Tan	<a href="mailto:tigerrp@yumingschool.org">tigerrp@yumingschool.org</a>
Room Parent, 2-Horse	Erin Coyne	<a href="mailto:horserp@yumingschool.org">horserp@yumingschool.org</a>
Room Parent, 2-Lion	Joe and Iris Wiemels	<a href="mailto:lionrp@yumingschool.org">lionrp@yumingschool.org</a>
Staff Appreciation	Lisa Hilley	<a href="mailto:lshilley@yahoo.com">lshilley@yahoo.com</a>
Social	Dennis Dornan	<a href="mailto:drdornan@hotmail.com">drdornan@hotmail.com</a>
Volunteer Coordinator	Lakeisha Jones	<a href="mailto:volunteercoordinator@yumingschool.org">volunteercoordinator@yumingschool.org</a>
Yearbook	Lia Barrow	<a href="mailto:ldbipge@gmail.com">ldbipge@gmail.com</a>

\*NOTE: Updated in April 2013. This is not a list of all the parents who volunteer for the school but the current list of major committees/teams. For more information about any of the committees, please contact the leader person.