

**RESPONSIBILITIES AND DUTIES
OF THE CATHOLIC SCHOOL COUNCIL OF
SCHOOL**

1. EXECUTIVE COMMITTEE:

Pastor
Principal
President
Vice President
Secretary
Financial Officer

Duties:

- Plans meetings for the entire council.
- Meets two weeks prior to regular meeting to plan the agenda.
- Evaluates committees at work.

2. FINANCE COMMITTEE:

Chairperson: Financial Officer.

Committee Members: Principal, two (2) council members, two (2) members at large.

Duties:

- Presents proposed school budget to Executive Committee.
- Monitors school budget.
- Meets quarterly, except during budget planning time.
- Formulates financial policies.

3. NOMINATING COMMITTEE:

Chairperson: Member of the Catholic School Council.

Committee Members: Principal, one (1) council member, PTC Liaison.

Duties:

- Designs a form to standardize nomination of candidates.
- Reviews applications.
- Meets December through April.
- Proposes candidates for the School Council to the Pastor and Principal for appointment/election.
- In-Services prospective members.

4. POLICY AND PLANNING COMMITTEE:

Chairperson: Council Member with Planning Experience.

Committee Members: Principal, PTC Liaison, one (1) council member, one (1) members at large.

Duties:

- Reviews policies and when appropriate formulates and proposes new policies to the council.
- Develops a strategic plan for adoption by the council.
- Monitors the implementation of the plan.
- Meets as needed.

5. DEVELOPMENT COMMITTEE:

Chairperson: Council member with development, financial, and / or marketing experience.

Committee Members: Principal, one (1) council member, five (5) members at large.

Duties:

- Establishes long range fiscal goals for the school.
- Determines strategies to attain and implement long range fiscal goals.
- Monitors schools endowment fund.
- Coordinates long-range fund raising.
- Meets quarterly.

6. BUILDING AND GROUNDS COMMITTEE

Chairperson: Council member with architecture or contracting experience.

Committee Members: Principal, Facilities Manager (if available), one (1) council member and two (2) members at large.

Duties:

- Reviews conditions of school facilities (input from principals).
- Proposes recommended building and grounds enhancements.
- Reviews maintenance policies and procedures.
- Meets quarterly.

Note: All committees are required to submit written reports to the council annually or as requested.

