



Work Group/Committee Mandate

1. Basic Group Information

A. Group Name:	Governance 2015-16
B. Group Purpose:	The continuous review of school governance, ensure compliance and make recommendations to enhance the quality and the work of the Board of Directors
C. Group Type: <i>Using the descriptions at the left, identify which type of group this will be.</i>	<u>Work Groups</u> – are strategic in nature; have recurring matters to evaluate and recommend upon; are Board of Directors charged.
D. Group Duration: <i>Will this be an ongoing group? Or, if only required for a defined period of time, please indicate the estimated start & completion dates.</i>	Ongoing work group with some recurring tasks as well as yearly goals.
E. Group Authority: <i>What decision making authority is granted to this group by the Board or Administration?</i>	No decision-making authority. Provides recommendations for Board action.

2. Group Goals & Measures

Identify the goals, tactics and measures for the Working Group/Task Force below. The measures should be “SMART” (Specific, Measurable, Achievable, Realistic, Time-bound.)

Goals: <i>What are the high level goals for the work group?</i>	Tactics: <i>What actions or tactics will be used to accomplish the goals?</i>	Measures: <i>What measures will be used to determine if the goals were met?</i>
Ensure that the Board and the administration are in compliance with ERA Bylaws, MDE Statutes, Friends of Education Charter, and other legal/contractual obligations	<ul style="list-style-type: none"> Continually monitor and revise the Governance Calendar, including periodic reviews of all governance documents Schedule periodic training/review sessions of governance items for Board members and administration Research and recommend best practices in school governance for the Board of Directors, Board work groups, and other school groups, committees, and task forces 	100% compliance in all areas

Develop a program to decrease the learning curve for incoming Board members to better prepare them for Board service and maximize Board effectiveness that commences with the time during times of transition.	<ul style="list-style-type: none"> • Investigate conducting elections earlier than in the Bylaws (May) • Create an onboarding process that commences with the time of the election through taking their seat on the Board. • Have the GWG assume the responsibility of conducting the annual Board election as well the process of recommending candidates for any seats that become vacant during the year. • Develop a succession plan for officer roles of the Board to facilitate the transfer of knowledge and responsibilities 	Potential to increase candidate pool, election turn-out, and improve transition/succession of Board seats
Investigate the possibility of having the school take a more formal, proactive approach to encourage legislation favorable to the success of charter schools and to keep our constituents informed of issues affecting charter schools.	<ul style="list-style-type: none"> • Discuss with Friends of Education to determine what actions they take and what resources are available. • Work in conjunction with our Development Director to develop relationships with legislators and public officials. 	A recommendation to the Board of Directors of how best the school can participate in the legislative process.
Develop an overall manual of best practices for Board governance.	<ul style="list-style-type: none"> • Utilize the work being done by the MACS Governance Task Force. 	A completed manual that encompasses the complete scope of Board responsibilities and activities.

3. Group Membership & Resources

A. How many participants are necessary?	4 to 8 members is optimal
B. What is the length of term for serving in the group?	Annual basis
C. What skills, experience, or expertise is desired?	Compliance experience, outside board experience, legislative or legal experience, excellent written communication skills
D. Board Liaison:	Pete Larson
E. Other Board participants (if any):	Ann Watanabe, John Schwirtz
F. Group Chair:	TBD
G. Group Secretary:	John Schwirtz
H. Other members:	Currently establishing
I. What other resources are needed for the group?	Access to current governance documents and occasional input from ERA's attorney and other school-related organizations

4. Communications:

How will community input be gathered?	How will the Board or the community learn about the efforts of the group?
This group does not anticipate the need to gather broad community input. Where needed, input would be gathered via specific individuals or groups.	Through Board meetings/workshops as well as updates provided through

General Framework for Operational Efficiency:

- I. Frame the issue(s) clearly – always keep the Purpose and Rationale in mind as your group conducts its business.
- II. Ensure the group has broad representation of relevant stakeholders and perspectives, especially of those who may be most impacted by the recommended course of action, as well as the necessary expertise to evaluate all aspects of the issue(s) – seek out participation if necessary.
- III. Conduct a discovery inquiry, investigate all facets of the issue – surveys and information Q&A sessions are opportunities to consider.
- IV. Identify one or more of the best options for addressing the issue(s). List and weigh all of the pros and cons of each option in order to identify one (or more) recommended option(s) to forward to the relevant decision-making body, thus allowing the most appropriate conclusion.

Mandate presented for review and approval on (Date): August 25, 2015

By (Name): Pete Larson On behalf of: Members of Governance Work Group

Title/Role (if any): Board Liaison

Approved by (Name): Unanimous ratification of the Board of Directors Date: August 25, 2015