

Eagle Ridge Academy

Work Group/Committee Mandate

1. Basic Group Information

A. Group Name:	Governance
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>	Work Groups – 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	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	

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, Jason Ulbrich
F. Group Chair:	TBD
G. Group Secretary:	TBD
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): _____

By (Name): _____

On behalf of: _____

Title/Role (if any): _____

Approved by (Name): _____

On behalf of: _____

Title/Role (if any): _____

Date: _____