



Work Group/Committee Mandate

1. Basic Group Information

A. Group Name:	Governance 2017-2018
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>
Develop a framework for document and data retention within BoadDocs and train the Board on using said technology.	<ul style="list-style-type: none"> • Research • Discuss with April, Ann, and Jason • Tweak as needed • Utilize and teach the framework • Check in with users as needed 	Biannual check in with different working groups and board affiliated organizations
Find a team of parents and educators to apply to the MACS governance award for the 2018-19 school year.	<ul style="list-style-type: none"> • Break application into chunks • Delegate the pieces of the application to volunteers as needed 	Application submitted (and won!)
Decide if the Board should be made of 9 or 11 people.	<ul style="list-style-type: none"> • Research • What are other Boards doing? • Consult with lawyers • Report to the Board 	Facilitate informed conversation with the Board

3. Group Membership & Resources

A. How many participants are necessary?	3 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:	John Schwirtz
E. Other Board participants (if any):	Rahul Deep & Julia Demakis-Haustein
F. Group Chair:	John Schwirtz
G. Group Secretary:	Julia Demakis-Haustein
H. Other members and amazing people:	Rahul Deep
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. BoardDocs super user access.

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

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): 9/25/2018

By (Name): John Schwirtz On behalf of: Governance Work Group

Title/Role (if any): Board of Directors Vice Chair and Governance Liaison

Approved by (Name): Unanimous ratification of the Board of Directors Date: September 25, 2018