**EACI GOVERNANCE**

The Evelyn Ann Charter Institute Board of Directors holds ultimately responsible for the operation, fiscal health and academic achievement of the EACI School. The Board is composed of a minimum of 3 and a maximum of 8 voting directors. In addition, the EACI Schools CEO serves as an ex officio, non-voting Board member. Board members demonstrate a personal connection with and commitment to the mission, values and culture of the Evelyn Ann Charter Institute, and represent diverse expertise and skill sets of high value to the organization, including strategic planning, education, finance, law, fundraising/development, human resources, technology, operations and community engagement. Directors are elected for staggered three year terms with approximately one third of the Directors up for election each year, with the exception of the CEO who will serve as a nonvoting Board member for the duration of his/her employment as the CEO.

The Board has the power to appoint committees and to delegate to such committees authority generally reserved to the Board, provided such authority is not in violation of the bylaws or other applicable laws. A committee with corporate authority must have two or more directors and a majority of its membership must be directors. The Board may also appoint committees without corporate authority, whose purpose will generally be investigating, reporting and advising the Board on certain activities and programs as well as making recommendations to the Board or officers for approval. A committee without corporate authority need not include directors or officers of the corporation.

The Evelyn Ann Charter Institute School Board will implement the following working committees over the upcoming school year. The work described below will be conducted by the board as a whole during EACI’s start-up phase.

* **Governance** – The Governance Committee will be responsible for membership, continuity and effectiveness of the Board. Specific responsibilities will include identifying skill sets and other criteria needed on the Board, identifying, screening and nominating new Board members, orienting new Board members, annually assessing and evaluating both the Board as a whole as well as individual Board members and succession planning at the Board level. Additionally, the Governance Committee will create a process for selecting, supervising and evaluating the EACI School CEO.
* **Education** – The Education Committee will work with the CEO and the instructional staff to assess and monitor the performance of all school programs, both curricular and extra-curricular, to ensure alignment with state standards and the charter. This information will be presented to the Board at each meeting to assist the Board in its academic oversight of the Evelyn Ann Charter Institute Schools. The Education Committee will also support and advise staff regarding proposed programs and policies and facilitate their implementation. Finally, the Education Committee will work with staff to identify the technological needs of the organization and work with the Facility Committee, as appropriate, to ensure that the proper infrastructure is built and maintained.
* **Finance** – The Finance Committee will assist the Board in its financial oversight duty by recommending financial policies and monitoring their implementation. The Finance Committee will oversee the organization’s annual financial audit. While ultimate responsibility for review of monthly financial statements and approval of the annual budgets and audits as well as investments and indebtedness will lie with the full Board, the Finance Committee will monitor the organization’s financial records, oversee the creation of the financial statements for presentation to the Board, work with staff to refine proposed budgets for presentation to the full Board, monitor budget implementation and financial procedures, monitor compliance with reporting requirements, recommend the auditor to the full Board and review the audit.
* **Development** – The full Board will set the annual fundraising agenda with clear strategies and goals. The Development Committee will work with other staff to plan and implement the fundraising program, and to get the Board involved in fundraising, educate and support the Board on fundraising techniques, and keep the Board informed on the organization’s fundraising activities. The Development Committee will also be integrally involved in identifying, cultivating and approaching major donors. Additionally, the Development Committee will plan special events to raise funds for and awareness of the Evelyn Ann Charter Institute School and its mission. Finally the Development Committee will assist in the development of strategic partnerships with community and other organizations with overlapping values as the EACI School.
* **Facility** – The Facility Committee will work with the CEO and other school leaders to identify and negotiate the terms for EACI’s School building, plan and oversee the build-out of the school space in accordance with the organization’s goals and plans, and work with staff to review and plan building and facility needs from year-to-year.

The Evelyn Ann Charter Institute School Board will ultimately be responsible for the day-to-day management of the school; the Board sets long-term goals and strategy, provides current oversight of the finances and programs of the school and ensures compliance with applicable laws, the bylaws and the charter effectiveness and success of the Evelyn Ann Charter Institute High School.

* **Academic Oversight** – The Board, working with the CEO and school staff will set academic goals for each year. The CEO and school staff will design curriculum, implement programs, allocate resources and collect data. The Education Committee, a Board committee, will support the CEO and school staff in their work. At each Board meeting real-time data on student performance will be presented to the Board, and adjustments to academic programs and/or resource allocation will be considered on a frequent basis in line with the EACI’s value of continuous improvement.

**Operational Oversight** – Prior to the beginning of each fiscal year, the CEO will present an annual budget to the Board for approval. The Board will review and approve the annual budget

* **Operational Oversight** – Prior to the beginning of each fiscal year, the CEO will present an annual budget to the Board for approval. The Board will review and approve the annual budget for each school and for the organization as a whole, and any material changes to the budget will require the Board to approve an amended budget. At each Board meeting, the Board will be presented and will review the financial statements of the school and the organization. The Board will hire an auditor and review and approve the annual audit of the organization. At each meeting the Board will also receive updates regarding the facility and its operations. The Board will also approve all financial policies that set the processes and controls for contracts, expenditures, and internal control.
* **HR Oversight** – The Board will hire, set the salary and benefits for, and evaluate the CEO. Through the Governance Committee the Board will work with the CEO to set annual goals and periodically provide feedback on progress toward those goals. The CEO, in turn, will hire and propose the salary for each school Principal and each other employee reporting to the CEO. The Board will, based on recommendations from the CEO and school staff, approve salary schedules during the budget process. The Board will also set major policies and procedures for school operations and HR matters.
* **Outreach and fundraising** – The Board will set the schools’ mission, monitor the performance of the school and take necessary actions to ensure that the school remains true to its mission and charter. Board members will make a personally meaningful financial contribution to the organization each year and will support all major fundraising campaigns. Board members will raise public awareness regarding and fundraise for the organization – including making introductions to their personal networks. Finally, Board members will use their expertise and skills to assist the organization as appropriate.

The Board will meet four times per year at the Evelyn Ann Charter Institute school building.