



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Board Committee
Policy Number:	BDE-TCA
Original Date:	3/19/2004
Last Reviewed:	4/08/2024
Category:	Board
Author:	Board Clerk
Board Approval:	TCA Board of Directors

INTRODUCTION

Board committees are created to reinforce the Board’s job by gathering information to help the Board better understand issues and/or make informed decisions. Board committees are not designed to carry out the responsibilities of the President and administration.

1. Board committees are designed to help the Board do its job. Committees will assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board’s broader focus, Board committees will normally not have dealings with current staff operations. If a committee is formed to help or advise the staff, it becomes a staff committee and is directed by staff authority no matter who is on it.
2. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully written in order not to conflict with authority delegated to the President.
3. Board committees cannot exercise authority over staff. Because the President works for the full Board, he/she will not be required to obtain approval of a Board committee before an administrative decision.
4. A Board committee that has helped the Board create policy on a particular topic will not be used to monitor organizational performance on that same topic.
5. Committees will be used where appropriate. The structure of committees will facilitate their effectiveness. If the Board establishes any standing committees, then:
 - a. Annually, each Board committee will explicitly state its goal(s).
 - b. Each Board committee will explicitly state its actions.
 - c. Each Board committee will make regular reports to the Board.
6. This policy applies to any group that is formed by Board action, whether or not it is called a committee and regardless of whether the group includes Board Directors. It does not apply to committees formed under the authority of the President.

MANAGEMENT OF BOARD COMMITTEES

The TCA Board needs a well-defined process to create, manage, and dissolve committees for which it is responsible.

When creating or reviewing a committee, the motion shall include the following items:

- Committee Name
- Purpose/Tasking (should be in the minutes when the committee is formed)

- Type (standing, temporary)
- Classification (strictly Board, joint with administration)
- Status (active, proposed, suspended)
- Budget (if any)
- Deadlines, included reports back to the Board, if any

Election of Committee Chair and Directors

If more than one Board Director expresses interest in serving as the committee Chairperson, the Chair shall be elected using the same process as electing Board officers.

Membership

If only one other Board Director desires to serve on the committee, he or she shall be permitted to do so. If more than one Board Director—other than the committee chair—desires to serve on the committee, the Board may allow all interested members to serve. Or, the Board may desire to elect a specific number of members. In either case, the Board must adhere to Colorado’s Sunshine Laws and act within legally prescribed limits.

Determination of non-Board committee members

The committee may add non-Board Directors to the committee.

Termination

The Board shall vote to terminate a committee when its tasking is viewed as complete, or at any other time it sees fit to do so. This shall be documented in the minutes as well as on the subcommittee list.

Maintaining the committee list

The Board Clerk will update this document as part of his duties.

Process Note

Existing Board committees shall be placed on the spreadsheet. Committee chairs should seek to complete any missing sections of the spreadsheet by getting formal Board approval of missing sections as soon as they can.

Attachments

1. Board Committee List

Policy Revision History

Date	Revision Details	Revised By
3 / 19 / 2004	First created	TCA Board
1/23/2013	Reformatted policy into new template. Combined Board Committee, Board Senate, and Board Committee policies into one organized version.	Laurie McIntyre
6/8/2015	Completed annual review. Updated committee spreadsheet and changed Executive Director to President.	Board Governance Committee
8/10/2015	Changed reference from “subcommittee” to “committee” of the Board.	Board Governance Committee Reviewed and Approved by the TCA Board
9/26/2017	Added new committee list.	Board Governance Committee Reviewed and Approved by the TCA Board
5/14/2018	Completed annual review. Updated verbiage from Board Member to Board Director.	Board Governance Committee Reviewed and Approved by the TCA Board
8/13/2018	Updated Board Committee List	Board Governance Committee Reviewed and Approved by the TCA Board
8/12/2019	Updated Board Committee List. No review of policy.	Approved by the TCA Board
6/08/2020	Completed biennial review with no changes	Board Governance Committee suggested and approved by the TCA Board
8/03/2020	Updated Committee List	Approved by the Board
5/09/2022	Amended items 3 and 4 under Introduction on page 1; Amended Membership Paragraph on page 2; Removed PRC and replaced it with the ECRC on Board Committee List	Board Governance Committee suggested and approved by the TCA Board
4/08/2024	Restructured first sentence under introduction page 1. Added “designed” and removed ordinarily from Item 1.	Board Governance Committee suggested and approved by the TCA Board