

St. Mary Riverside School
ADVISORY BOARD CONSTITUTION

ARTICLE I: MISSION

The mission of the St. Mary Riverside School Advisory Board (Advisory Board) is to provide a voice in the leadership and policy setting activities of the school. Working as advisors to and collaborators with our Pastor and Principal, Advisory Board members provide an example of Catholic leadership and service for the Parish, School and community. As leaders, Advisory Board Members promote the faith, traditions, and moral values which the Parish is trying to instill in the students of St. Mary School.

ARTICLE II: PURPOSE

The purpose of the Advisory Board is to promote and advance the well-being of St. Mary Riverside School consistent with its mission and this Constitution. The Advisory Board has adopted many of the Board of Specified Jurisdiction guidelines, as recommended by the Office of Catholic schools. These boards recognize the expertise and dedication present in the laity, and available to our Catholic schools and the importance of accessing these for the long-term vitality of St. Mary School.

ARTICLE III: SCOPE

The Advisory Board is empowered to collaborate with the Principal and the Pastor and support the work of administering and leading the school, as it relates to the following areas:

- Catholic identity
- Academic excellence
- Fiscal management
- Planning and policy
- Institutional Advancement (Public Relations, Communications, Enrollment, Marketing; and Development)
- Member development
- Annual Principal evaluation and new Principal search and selection
- Collaboration with the Archdiocese Office of Catholic Schools (OCS)

ARTICLE IV: MEMBERS

A. It is recommended that there be no more than eleven voting members of the Advisory Board

1. Permanent Members

- a) The Pastor is an ex officio member of the Advisory Board. All recommendations of the Advisory Board are subject to Pastor approval
- b) Principal is an ex officio, member of the Advisory Board and shall have a voice but no vote in Advisory Board deliberations

2. Voting Members

- a) 9 - 11 voting members of the Advisory Board is recommended
- b) Members shall be selected for specific capabilities they possess and that are needed by the Advisory Board. Up to 20% of Advisory Board members may be non Catholic.
- c) Eligibility

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- 1) At least 21 years of age
- 2) Not an employee of St. Mary Riverside School or a member of the immediate family of an employee
- 3) Limited to one Advisory Board member per household
- d) The general term is 3 years, consecutive terms are not recommended
- e) It is recommended that one-third of the voting membership is replaced each year

ARTICLE V: MEMBERSHIP SELECTION AND RESIGNATION

A. Annual Selection

The following selection process is recommended to help ensure a full Advisory Board is in place for the new school year:

1. It is the Advisory Board responsibility to identify and develop, on an ongoing basis potential Board candidates, ideally from committee volunteers who have demonstrated commitment, leadership and capabilities needed by the Advisory Board
2. In an executive session in the April, the Advisory Board discusses candidates and associated qualifications
3. During the Spring, prior to the May Advisory Board meeting, each Advisory Board member will meet with the Pastor to review performance and discuss ongoing involvement on the Advisory Board
4. Prior to the May Advisory Board meeting, the Executive Committee, made up of the Board Chair, Vice-Chair, Secretary and Principal, will confer with the Pastor regarding Advisory Board vacancies and needs and recommended candidates to the Pastor for consideration and selection.
5. The Pastor then notifies and appoints selected candidates. In the alternative, the pastor may select candidates for appointment and delegate responsibility for notification to the Executive Committee.
6. New Advisory Board member(s) are seated in the regular June Advisory Board meeting
7. Exceptions to above process may be made at Pastor discretion, should it be deemed necessary

B. Resignation

1. An Advisory Board member may resign by tendering notice to the Chair of the Advisory Board and the Pastor.
2. An Advisory Board member may be asked to resign for any of the following reasons:
 - a) Acting contrary to the Mission
 - b) Not adhering to School policy or the Constitution
 - c) Being excessively absent from Advisory Board meetings
 - d) Failing to meaningfully participate in Advisory Board, including committee activities

ARTICLE VI: OFFICERS

A. President

The Chair, along with the Principal, shall prepare and distribute the agenda for all Advisory Board meetings and ideally have the agenda published for School and Parish communities. The Chair shall preside at Advisory Board meetings. The Chair shall have

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the authority to assign, with Advisory Board approval, additional duties and responsibilities to individual Advisory Board members.

B. Vice President

The Vice-Chair shall perform the duties of the Chair when necessary.

C. Secretary

The Secretary shall record and distribute minutes of each Advisory Board meeting. Such minutes shall include the names of all Advisory Board members attending each Advisory Board meeting, a record of any votes taken by the Advisory Board and a summary of discussions held during Advisory Board meetings.

The secretary also shall provide the minutes to be published for the Parish and school communities as deemed appropriate by the Advisory Board.

The Secretary shall be responsible for providing new Advisory Board members, as soon as possible after appointment with a copy of the Advisory Board Constitution, minutes of Advisory Board meetings for the preceding 12 months and other pertinent information to aid in the orientation of new Advisory Board members.

ARTICLE VII: MEETINGS

A. Regular

The Advisory Board shall hold monthly meetings from August through June. The Secretary will publish meeting dates and any exceptions. Regular Advisory Board meetings are open to parents and guardians of School children and members of the Parish community who are 18 years of age or older.

B. Special

Special meetings or executive sessions may be called by the Pastor, the Principal, the Chair, or by majority vote for the purpose of dealing with matters that may require confidentiality. These meetings may be convened only with the approval of the Pastor. The Pastor and the Principal should be present. The sessions are considered confidential. Only a record indicating that a meeting was held should be included in the minutes. If appropriate, decisions made at the meeting may be voted on at a regular meeting.

A quorum of non permanent Advisory Board members must be present to transact official business. Advisory Board members with the right to vote can vote either in person or by written proxy. A majority of those voting shall carry a motion.

ARTICLE VIII: AGENDA

The Chair and the Principal are responsible for preparing meeting agendas. Members who wish to place topics on an agenda shall submit them to the Chair and the Principal.

ARTICLE IX: COMMITTEES

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The committee structure contributes to the efficient and effective operation of the Advisory Board. Committees expand the reach and impact of the Advisory Board and provide an opportunity for members of the School and Parish communities to become involved in the work of the Advisory Board. Committees are a primary feeder system for new Advisory Board members and help ensure ongoing Advisory Board membership will be comprised of a broad, representative group of qualified parents and parishioners.

The Advisory Board Chair appoints the chairpersons of Advisory Board Committees from among non permanent Advisory Board members. The Principal is an ex-officio member of all committees.

The functions of all committees shall include fact finding, deliberation and recommendations/advice. It is the responsibility of every committee to develop and document support materials and best practices to simplify year-to-year transitions and provide a solid foundation for continuous improvement. Committees are encouraged to collaborate with the Archdiocese Office of Catholic Schools (OCS). Initially we can leverage OCS capabilities, approaches, tools, and best practices. Over time we hope to become a valuable partner with OCS and contribute to the development and advancement of their capabilities for the good of all Chicago area Catholic Schools.

At the end of each School year, generally at either the May or June Advisory Board meeting, Committee assignments are reviewed.

The following are recommended standing committees:

A. Strategic Planning

Works with the Pastor and Principal to create results-driven goals and associated plans aimed at strengthening and sustaining the future of the School. Progress against goals is managed on an ongoing basis. It is recommended that the Strategic Plan is refreshed at least every three years. Strategic goals and plans, when completed, are submitted for adoption to the Pastor, Principal and Advisory Board Chair.

B. Public Relations, Enrollment, and Marketing

Works with the Principal to promote, market, and recruit in the Parish and local communities. Responsibilities include:

- Increasing public awareness of St. Mary School, its successes and major events
- Promoting the brand of the School (e.g., logos, colors, newsletters, etc.)
- Marketing the School to the Parish and local communities
- Increasing enrollment and retention
- Capturing and analyzing feedback from potential, current, and past stakeholders (e.g., parents, students) regarding School performance and improvement opportunities
- Welcoming prospective and new families to the School
- Coordinating the distribution of Christmas Cards to School Faculty
- Coordinating with other Committees to provide marketing support and ensure marketing/brand message consistency and alignment

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- Plan and execute annual fundraising activities (incremental to Development efforts)

C. Finance

Works with the Principal and Parish Finance Committee to help ensure short-term and long-term financial stability, responsibilities include:

- Preparing the annual School budget
- Determining tuition rates and fees
- Monitoring, communicating, and managing financial performance
- Providing advice and counsel on the potential financial impact of proposed policies, programs, and events
- Assisting, as needed, with the management of School funds

D. Development

Accesses sources of financial support to meet short-term operating gaps and provide long-term financial stability. Target stakeholders include, School Family, Parish, and Alumni communities. Responsibilities include:

- Understanding the issues and options for long-term financial health
- Developing a strategy that aligns with the Long-Term Development objectives of the Parish
- Establishing goals based on specific, long-term School needs
- Identifying potential sources and vehicles for contributions (e.g., Annual Fund, School Endowment)
- Executing develop plans and activities
- Developing and maintaining a database of School stakeholders (e.g., Alumni, Parents, Grand Parents, other Parishioners)

E. Curriculum Advancement

Works with the Pastor and the Principal to improve St. Mary School Academic Excellence and Catholic Identity mission areas. It is recommended that short- and long-term goals and associated plans are used to guide and manage progress.

F. Technology

Works with the Principal and selected Faculty to evolve technology capabilities of the School. Responsibilities include:

- Identifying and evaluating potential new and/or enhanced technology appropriate for the School
- Developing/Evolving a Technology Plan to introduce and/or enhance technology capabilities
- Developing recommendations for near- and longer-term technology investments
- Working with the Principal, the Finance Advisory Committee, and the School Finance Committee to identify sources of funds for recommended Technology Plan investments
- Implementing the Technology Plan
- Participating in educating faculty/staff, students, and parents in potential, planned, and acquired technology capabilities

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- Developing, either as part of a broader School newsletter or a standalone publication, a periodic communication to inform School stakeholders of the Technology Plan and the associated progress against the plan
- Documenting insights that can improve the Technology Plan and the committees understanding of technology capabilities, potential, and constraints

G. Continuous Improvement

Works with the Principal and the parent/parish community to identify potential areas for improvement, conduct analyses, and provide recommendations. This Committee also is responsible for periodic review of the St. Mary Student and Parent Handbook.

Note: The Principal is responsible for developing procedures to implement policies adopted by the Board.

H. Member Development

Works with the Advisory Board to foster continuous improvement across committees, develop Members and recruit committee volunteers. Specific responsibilities include:

- Developing/evolving an outreach program to attract broad based participation on committees from our School parent and Parish communities
- Developing/Evolving standard templates for use across committees (e.g., objective-based action plans, event/annual insights/summaries)
- Helping committees improve performance, including developing and refining guides and tools that can be leveraged in future years
- Identifying Advisory Board candidates and associated development opportunities

The Advisory Board Chair may appoint special ad hoc committees to deal with specific issues or tasks. Ad hoc committees shall cease to exist upon acceptance of their final report or by affirmative action of the Advisory Board. Ad hoc committees may include:

- Catholic Identity
- Principal Search
- Constitution Review
- Legislative Action
- Facilities Planning

ARTICLE X: AMENDMENTS

Written notice of a proposed amendment to the Constitution must be given to all Advisory Board members at least 7 days prior to the meeting at which the proposed amendment will be considered. A proposed amendment must receive a two-thirds majority vote of all Advisory Board members and the approval of the Pastor for adoption. Once adopted and approved by the Pastor, a final copy of the Constitution and amendments shall be sent to the Office of Catholic Schools.

The Constitution of St. Mary Riverside School has been approved by the Advisory Board on:
6/4/12