

Board Committee Mandates

Audit Committee

Mandate: This Committee assists the Board of Directors in fulfilling its oversight responsibilities by reviewing all financial reports, recommending the appointment of the auditors, conducting an independent annual review of the audited financial statements of the School with the auditors and reviewing financial controls. This committee meets at least 2 times per year and reports to the Board of Directors at least once per year.

Expected time commitment: This committee is active from July to November with a time commitment of approximately 5-7 hours spread over this period.

Size of committee: The committee has a maximum of 5 people.

Development Committee

Mandate: This committee develops and coordinates the initiatives of the Board of Directors and the School in relation to its fundraising efforts, including but not limited to an annual campaign, endowments and special major gifts. This committee meets at least 6 times per year and reports to the Board of Directors at least twice per year.

Expected time commitment: This committee is active all year round with a time commitment of approximately 3-5 hours per month.

Size of committee: The committee has a maximum of 10 people.

Facilities Committee

Mandate: This committee ensures the adequacy of existing facilities and grounds and adequate and timely maintenance and renovations of the physical plant. The committee monitors and controls physical plant costs in collaboration with the Finance Committee and ensures effective management of equipment and any rental of facilities. Working with the Finance Committee, they will assure adequate levels of funding for plant maintenance. They will provide oversight for the planning for new structures and/or renovations when necessary. This committee meets at least 4 times per year and reports to the Board of Directors at least twice per year.

Expected time commitment: This committee is active all year round with a time commitment of approximately 3 hours per month.

Size of committee: The committee has a maximum of 10 people.

Finance Committee

Mandate: This committee monitors the financial transactions of the School and reports, inclusive of budgets, the School's quarterly and annual financial results to the Board of Directors and Members of the School. It reviews and makes recommendations to the Board of Directors on all financial matters including tuition fees, preparation of financial reports and annual budgets. This committee meets at least 6 times per year and reports to the Board of Directors at least 4 times per year.

Expected time commitment: This committee is active all year round with a time commitment of approximately 3-5 hours per month.

Size of committee: The committee has a maximum of 10 people.

Financial Assistance Committee

Mandate: This committee oversees the administration of the program for financial assistance for those families that require it in accordance with the guidelines of the Centre for Jewish Education in a confidential manner. The committee oversees the process to hold and conduct interviews with parents of students attending the School with reference to the tuition fees payable or to be paid by them. This committee meets at least once per year and reports to the Board of Directors at least once per year.

Expected time commitment: This committee is active from April to August with a time commitment during this period of approximately 3-5 hours a month.

Size of committee: The committee has a maximum of 12 people.

Marketing and Communications

Mandate: This committee supports and works collaboratively with lead professionals to offer suggestions and support, and direction for the implementation of marketing and communications strategies and plans that promote the school to both current and potential families, the community and donors. This committee meets at least 4 times per year and reports to the Board of Directors at least twice per year.

Expected time commitment: This committee is active all year round with a time commitment of approximately 3 hours per month.

Size of committee: The committee has a maximum of 10 people.