



## **Committee on Trustees 2020-2021**

### **Purpose of the Committee:**

6.3.7. The Committee on Trustees shall create the agenda for the board meetings and recommend and nominate officers and members to be elected by the Board of Trustees of the Corporation in accordance with the bylaws. The Committee shall be responsible for evaluating the Board and Board leadership, establishing and maintaining the Nominees List, consulting with the Chair on the appointment of standing and ad hoc committees and their chairs, establishing and overseeing the new Trustee orientation process, developing and/or implementing programs to educate trustees and organizing and planning annual retreats for the Board. The Committee on Trustees shall first nominate the Vice-President (if elected) to office of President.

### **Reports to:**

The Board and takes direction from the Articles of Incorporation, the Board of Trustee's bylaws, and Board policies and best practice.

### **Staff to the Committee:**

Head of School

### **Committee Membership and Operations:**

The Committee on Trustees consists of the President, the Vice-President, the Secretary, the Chair of Finance, the Chair of Development, the Chair of the Committee on Trustees, the Chair of Audit, the Chair of Investments and other trustees as selected by the President. The Head of School is an ex officio non-voting member of the committee. All committee work is done in partnership with and through the Board of Trustees, the school's leadership and the assigned staff member. The committee does not have authority to usurp the authority of the Board, or to direct or oversee staff.

### **Frequency of meetings:**

Estimated at 8 times a year

### **Committee on Trustees Scope of work:**

1. Help nurture a culture of best practice, professionalism, philanthropy and stewardship for Alexandria Country Day School and the Board of Trustees.
2. From time-to-time review the Board's bylaws and policies and make recommendations to the Board for improvements and updates.
3. Uphold the expectations for Board membership as articulated in the bylaws.
4. Review the distribution and expertise needs of the Board in anticipation of the strategic financial plan, future vacancies and work to enhance the philanthropic nature of the Board.

5. Solicit nominations for anticipated vacancies, share with potential nominees expectations (affiliation, financial and otherwise) of trustees, and maintain a file of potential Board members.
6. Ensure that accurate and secure records are maintained by the Committee on Trustees. (See “Questions for Prospective ACDS Trustees” on following page.)
7. Prepare an annual slate of new officers and directors for approval and election by the Board.
8. Evaluate annually the effectiveness of the Board and individual Trustees.
9. Plan Board retreats and Board education activities to develop the Board and clarify its functions.
10. Conduct the orientation of new Trustees and officers, conveying to them expectations of the office they may be asked to fill and determining availability of candidates for service if elected. (N.B. - the ISACS Primer for Trustees, the "Trustees Contract," and the NAIS *Principles of Good Practice for Trustees* are all available on the NAIS website.)
11. Preserve the confidentiality of all discussions at Committee on Trustees meetings.

### **2020-2021 Goals**

1. Determine new member recruiting criteria based on a Board profile that will secure Board leadership and maintain Board excellence.
  - a. Profile the Board and determine talent needed.
  - b. Ask for recommendations from Board and interview candidates.
  - c. Meet with candidates for short orientation and final acceptance.
  - d. Keep a Nominee List.
2. Enhance Board member training with special focus upon new Board members to ensure a Board that is strategically focused and effective.
  - a. Help plan and execute a Board Retreat to train and retrain Board.
  - b. Invite consultants to speak to Board on various best practices.
3. Ensure success of the strategic plan by scheduling Board meetings with at least one major strategic planning topic as the focus of each meeting.
4. Use a Board self-assessment survey to enhance Board effectiveness. Administer survey in May.
5. Determine a best practice review schedule for the Board’s policies (i.e., how often do they need to be reviewed).