

COMMITTEE MANDATES – 2021 V2

Executive Committee

Mandate: The Executive Committee acts upon the delegation of the board. Between meetings of the Board, the Executive Committee shall have and exercise the authority of the Board.

Limitations (per by-laws):

- a) The Executive Committee shall not elect and remove officers or trustees.
- b) The Executive Committee shall not amend or repeal by-laws.
- c) The Executive Committee shall not have authority over any matters concerning how the Board is required to act by law, by the Articles of Incorporation, or by these by-laws.

Advancement Committee

Mandate: The Advancement Committee will work with the President and Chief Advancement Officer in defining, executing, and enhancing a sustained fund-raising, alumni engagement, and institutional image/public relations program consistent with UWC-USA's other long-term plans. The Advancement Committee will receive regular reports of relevant plans, activities, and productivity from UWC-USA.

The Committee's responsibilities include:

- a) **Planning.** Ensuring that policies and plans are in place which provide adequate resources to the Advancement effort;
- b) **Goals.** Approves the annual fund goals and informs the board. The board approves the goal as part of the annual budget process;
- c) **Stewardship.** Ensuring that policies are in place for the acceptance, management, stewardship, and reporting of gifts to UWC-USA, ensuring that gratitude is well expressed by appropriate personnel;
- d) **Personal leadership.** Provides leadership in fundraising through personal gifts, the cultivation and solicitation of others who can make gifts, and being a strong ambassador and advocate for UWC-USA and its opportunities for advancement; and
- e) **Capital campaign.** Coordinates with the capital campaign committee (when one exists).

Education Committee

Mandate: The Education Committee monitors and supports the academic, co-curricular, and residential aspects of the school.

Specific Areas of Involvement:

- a) Interface with students and faculty.** The Education Committee shall serve as an interface for the Board of Trustees with students and faculty.
- b) Program.** The Education Committee shall review proposals for new programming offered in academics, residential or experiential life of the students. It ensures that they are aligned with the school's guiding principles and are sustainable over time.
- c) Metrics.** The Education Committee shall work with members of the SLT to devise metrics to monitor the quality of the school's programs (academic, residential, and experiential) and report on that information annually to the Board. Including college data and matriculation information.
- d) Accreditation.** The Education Committee shall monitor and support the school's completion of Accreditation and Evaluation protocols - ISAS, IB, UWC.
- e) Faculty development.** The Education Committee shall be sounding board on faculty development and evaluation efforts.

Finance Committee

Mandate: The Finance Committee shall have general oversight over the financial affairs of the corporation.

Specific Areas of Involvement:

- a.) Budgeting and Reporting.** The Finance Committee shall conduct a review of the budget proposed by the President, and monitoring of that budget during the fiscal year.
- b.) Financial Assets.** The Finance Committee shall have oversight over the investment of the corporation's financial assets, including purchases and sales.
- c.) Capital Expenditures.** The Finance Committee shall have oversight of capital expenditures recommended by the president.
- d.) The Finance Committee shall have oversight** over all other matters relating to the financial affairs of the corporation as the committee deems desirable which are not within the purview of the Audit Committee.

Investment Committee

Mandate: The Investment Committee shall have oversight of the investment of the corporation's endowment. The committee will set investment policy as well as determine allocations among investment categories.

Facilities Committee

Mandate: The Facilities Committee shall have general oversight of the school's capital assets.

Specific Areas of Involvement:

- a) **Master Plan.** The Facilities Committee shall be responsible for (if appropriate) hiring a consultant and overseeing the development of a master plan, presenting the final master plan proposal to the Board for approval and overseeing the execution of the approved master plan.
- b) **Annual Plan.** The Committee shall work with designated staff in developing an annual budget and plan for major asset purchases, upgrades and new construction.

Strategic Planning Committee

Mandate: The Strategic Planning Committee works with the board, school president, and senior leadership team to create, oversee, and continually re-optimize the school's strategic plan.

Specific Areas of Involvement:

- a) **Strategic thinking.** Lead generative processes that: (a) diagnose challenges and opportunities facing UWC-USA, (b) produce innovative ideas that can solve these challenges and seize the opportunities, and (c) develop and refine innovative ideas into actionable steps.
- b) **Actionable plan.** Lead disciplined choice-making process that evaluate and reduce the set of potential innovative actions into a feasible and coherent tangible strategic plan.
- c) **Execution.** Oversee implementation timelines, iteration, and ongoing refinement of the current strategic plan by the school's senior leadership team.
- d) **Alignment.** Interface with other board committees and whole board to facilitate alignment and consistency of action

Audit and Risk Management

Mandate: The Committee shall:

- a.) Audit and financial reporting.** Recommend an outside auditor for the corporation to be appointed by the Board , and shall assist the Board in fulfilling its responsibilities to stakeholders concerning the corporation’s accounting and reporting practices, and shall facilitate open communication between the Audit Committee, board of directors, outside auditors, and management.
- b.) Risk Management.** Oversee development of “risk management framework” identifying institutional risks and work with administration in mitigating actions

Governance and Compensation Committee

Mandate: The Governance and Compensation Committee shall have oversight over governance and compensations matters of the Board.

Specific Areas of Involvement

Governance:

- a.) The committee is responsible for the nominations and election process of new trustees, committee members and officers to the Board.
- b.) The committee is responsible for the orientation, education and professional development of the board.
- c.) The committee is responsible for the annual Board evaluation process.
- d.) The committee is responsible for trustee and non-trustee assignments to committees of the Board.
- e.) The committee shall have oversight over periodic review of issues of Board governance and other matters that may from time to time be assigned to the committee by the Board.

Compensation:

- a.) The committee shall have oversight of evaluation and compensation of the President
- b.) The committee shall have oversight of compensation policies and structure for senior staff and administration.