

ADVISORY COMMITTEES

(Regulation) [Policy](#)

A. Organization and operation

The superintendent or designee will serve as the administrative liaison to each committee. The administrative liaison will provide the communications and control link between the board/ administration and the committee. The committee will work with and through the liaison. The liaison will:

1. Provide guidance
 - a. For the organization of the committee including membership, orientation, development of a charge and by-laws (for standing committees) or operating procedures
 - b. On district policy and procedures pertaining to the committee=s work
2. Assist in the selection of a chairman except in those cases where the board designates a board member to chair the committee
3. Guide the development of work plans
4. Insure that the committee has the resources needed to perform its charge
5. Coordinate the committee=s work with other advisory and staff groups as needed
6. Develop agendas for meetings in cooperation with the chairman

B. Membership

1. Every committee will have a goal of balancing membership to attain racial/ethnic proportional representation.
2. The number of members of any committee will be determined by the board based on the need to facilitate achievement of the committee=s charge.

3. Administrators and/or board members will be designated to serve as members when needed.
4. A board member may serve as chairman if deemed appropriate by the board.
5. Committee membership will be subject to board approval.

C. Committee=s role and charge

1. The board of education will provide each advisory committee with a well-defined charge with clear expectations, stated outcomes and a timeline for completion. The initial charge to standing committees will be developed by the administrative liaison under the board=s guidance, presented to the committee and submitted to the board for approval. Subsequent charges may be developed by the committee under the guidance of the administrative liaison and submitted to the board for approval.
2. Once a committee has presented its recommendations to the board, the board will report back to the committee on how the recommendations were used and the rationale for their use.
3. Ad hoc committees will be disbanded after the board receives their report unless the board specifically authorizes extension or continuance of the committee.

Approved January 1990

Colorado Springs School District Eleven, Colorado Springs Colorado
May, 1995