

ADMINISTRATIVE ADVISORY COMMITTEES

Advisory committees comprised of citizens or staff may be authorized by the Superintendent as needed. These committees are advisory to the administration to provide diverse input on programs, projects or issues. Whenever possible, racial/ethnic and sex equity should be maintained in committee membership.

Such committees may be either ad hoc or standing.

A. *Ad hoc* committees

These may be convened at any time to work on problems identified by the administration when the input of such a committee is deemed desirable to the solution of the problem. These committees will exist for the purpose of providing assistance to the administration in dealing with a specific problem or issue and will be dissolved upon completion of their work. Examples of such committee would include boundary realignment committees and budget review committees.

1. Organization

Since ad hoc committees exist for a specific purpose and duration of time, their organization may be determined by the administrator forming the committee so long as it is consistent with Colorado Springs School District 11 (the District) policies and has approval from the Superintendent, department head or relevant supervisor. By-laws usually will not be necessary, but a clear set of procedures or a work plan should be developed by the administrator to provide clear guidance to the committee.

2. Membership

Membership qualifications for ad hoc committees should be based primarily on the need for and purpose of the committee. For example, if the purpose is to obtain a broadly representative lay perspective on an issue, then the committee should be comprised carefully to provide such.

B. Standing committees

Standing advisory committees may be formed as needed to provide a continuing source of information and advice to departments, schools, programs and other organizational entities within the District.

1. Organization

- a. Advisory committees may be formed by individual department heads, executive directors, principals, program directors or project coordinators with the approval of their immediate supervisor. Committees formed by department heads will require the Superintendent's approval.

- b. The administrator should provide guidance for the organization of the committee including orientation to its purpose, establishing operating procedures and rules for membership terms, electing a chairman and establishing a meeting schedule.
- c. The administrator may chair the committee if deemed appropriate by the Superintendent.

2. Membership

Membership of such committees must be representative of the client base of the organizational unit. For example, a central administration department serving all schools should seek to have representation from each level of school served, elementary, middle and high school. If a vital interest of a particular group is involved, that group should be represented, e.g., teachers, students.

C. Committee's role and charge

- 1. The administration 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 administrator and presented to the committee. Subsequent charges may be developed by the committee under the guidance of the administrator.
- 2. Once a committee has presented its recommendations to the administration, the administration 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 administration receives their report unless the Superintendent specifically authorizes extension or continuance of the committee.

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CROSS REFS.: BDF, Advisory Committees
CEA, Administrative Advisory Committees