



STARGATE SCHOOL

Community Relations Committee

Charter:

The Stargate Community Relations Committee is chartered by the Stargate Board of Directors. The goal of the Community Relations Committee is to promote a strong culture of identity and community among all members of Stargate and to promote community engagement.

Responsibilities:

- Plan and coordinate events to foster community engagement, community education and staff appreciation.
- Communicate effectively to the Stargate population to promote planned activities.
- Promote community involvement through planned activities and community outreach programs.

Committee Make Up:

The membership of the Committee is at-will volunteers from the Stargate Community and a Board Liason. The Committee shall appoint a parent member to serve as a Chairperson(s). The Chairperson(s) (or their designee) shall preside over committee meetings, develop an agenda for each meeting, maintain a file of minutes and present proposed activities, budget and communication plan to the Board of Directors for approval if needed. The Chairperson may designate subcommittee Chairs as needed. The Chairperson may designate a Secretary for assistance in meeting minutes.

Meetings and Procedures:

The Committee shall have the authority to establish its own rules and procedures for notice and conduct of its meetings so long as they are not inconsistent with any provisions of the School's bylaws and/or Board policy. The committee will meet at least monthly. Notices of upcoming meetings will be e-mailed to Committee members and the Board before a meeting. All meetings will be open to the public.

Funds:

The Committee has its own designated Agency Fund. The Committee is responsible for its own budget for planned activities. For activities that require funds outside of the Committee's budget, approval from the Board of Directors is required. The Committee members may submit expenses for repayment by following the process for reimbursement to the Business Manager.


Confidential Information:

The Committee will have access to confidential or non-public information of the School. Committee Members shall comply with the Confidential Information provisions included in the School's By Laws.

Completion/Dissolution:

The Committee's charter shall be reviewed annually by the Board.

Submitted for approval by:




Committee Chairperson

2.17.16

Date

Approved by:



2/17/16
