



HOLY FAMILY SCHOOL

ADVISORY COUNCIL RESPONSIBILITIES

Advisory councils are a structured way for individuals of a school community to share opinions and perspectives, study issues, and develop recommendations in a focused, small group structure. The primary role of an advisory council is to provide current knowledge, critical thinking and analysis to increase the confidence of the pastor and principal in their final determination.

- I. PLANNING**
 - A. Listen to Needs
 - B. Assist with establishing Goals, Objectives & Strategies of shared vision
 - C. Serve on working committee(s)

- II. POLICY FORMULATION**
 - A. Identify the Need & Issues
 - B. Gather Data
 - C. Advise on Policy creation

- III. FINANCES**
 - A. Review and assist with monitoring the School Budget
 - B. Advise on Tuition Rates and Fees

- IV. DEVELOPMENT**
 - A. Advise and assist with Public Relations, Marketing, Recruitment and Retention, & Fund-raising
 - B. Committees may be formed as needed

- V. COMMUNICATION, CONSULTATION AND INVOLVEMENT**
 - A. Be an Advocate for school
 - B. Advise on “pulse” of the school in the community

- VI. MEMBERSHIP**
 - A. Membership consists of between 7-9 members
 - B. Members can be a current school parent, invited community member, or school parish member
 - C. After serving for two consecutive terms, a member may take leave prior to serving on the board again.
 - D. Members will be selected for a term of three years. If selected the member may choose to stay on for a second term.

- VII. OFFICERS**
 - A. The officers of the School Advisory Council shall be a chairperson, vice chairperson, and a secretary. All officers must be members of the SAC.
 - B. These officers shall be elected at the first meeting at the beginning of the school year.