

STAFF REPRESENTATION ON COMMITTEES AND TASK FORCES

The Board and Superintendent recognize that staff/public involvement on committees and task forces is a vital element of the decision-making process. Through such involvement, staff and members of the public are able to assist in making recommendations regarding program and policy development for the school division by representing diverse points of view. In representing various groups in this process, however, it should be recognized that representation carries with it responsibilities. The accompanying procedures are designed to outline responsibility for representation on task forces and committees.

Adopted: July 1, 1993
Amended: December 8, 1997
Reviewed: May 27, 2004

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The following responsibilities shall be assumed by individuals who chair or represent others on committees and task forces:

I. Responsibilities of the Chairman

- A. The Chairman should assure that the parameters of the decision-making for the committee or task force are clearly outlined to include the specific charge to the committee or task force. The charge should be set by the Board or Superintendent/Designee.

This information should also include whether the group:

1. is advisory and, if so, to whom;
2. has any limits on the scope of its decision-making, i.e. budget or other relevant factors;
3. is ad hoc or a standing committee/task force (if standing, the length of service on the committee should be clarified).

B. The Chairman should assume responsibilities for:

1. recording and disseminating minutes of each meeting. Minutes should include the date and time of meetings, who was present/not present and any major actions taken/decisions made at the meeting.
2. keeping the Superintendent/Designee apprised of the progress of the committee. The Superintendent/Designee shall make the decision as to whether the committee/task force recommendations require School Board action and when progress reports should be made to the Board.
3. apprising the Superintendent/Designee of any members who do not regularly attend meetings.
4. seeking/providing information to committee/task force members about the charge to the committee/task force.

II. Responsibilities of Committee/Task Force Members:

- A. regular attendance at and participation in meetings.
- B. regularly apprising their constituents about the progress of the committee/task force.
- C. seeking opinions of constituents about the work of the committee/task force.
- D. voicing opinions while the committee/task force work is progressing.
- E. supporting the work of the committee/task force after the work is completed.
- F. apprising the Chairman if they will be unable to attend meetings or continue to represent their constituency.

III. Responsibilities of the Committee/Task Force

- A. make recommendations in response to specific charge.

Through the above procedures it is anticipated that various groups will participate and be represented in the work of the Albemarle County Public Schools.

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