

St. Mary School Advisory Board

Advisory Board Charter

The purpose of this advisory board is to advise, assist, support, and advocate in the best interest of St. Mary School on matters that could affect the quality of education and overall experience of staff, students, and parents of the school community. Members are volunteers who share a commitment to the mission of the school and provide knowledge and expertise in the areas of finance, marketing, advancement, facilities, and student engagement. Members shall sign confidentiality agreements and pledge to handle matters before the board fairly, and with respect and professionalism at all times.

Advisory Board Positions

1. Administration: Pastor, Principal, Vice Principal
2. Committee Chairs: Board, Finance, Marketing, Advancement, Facilities, Safety, Mission & Catholic Identity
3. Committee Members: Minimum 2 per Committee, more as needed
4. Contributing Members: Parish and Faculty Representatives

Advisory Board Member Expectations

Committee Chairs are expected to attend monthly board meetings and actively participate in discussions and recommendations to the Administration. In addition, Committee Chairs are expected to recruit and direct the work of Committee Members to carry out the various tasks required to meet the goals agreed to by the board. This includes organizing committee meetings (quarterly, at a minimum) and reporting progress to the board at intervals appropriate to the efforts undertaken. Committee Chairs will earn 30 volunteer hours for their service.

Committee Members are expected to attend committee meetings (quarterly, at a minimum) and participate in assigned tasks as directed by the Committee Chair. Committee Members are welcome to attend monthly board meetings but not required. (Committee Members may be asked to attend a particular board meeting to share progress or results of efforts carried out by their committee.) Committees will debate and develop options and recommendations for specific issues in their scope that are presented to the board at appropriate intervals for action. Committee Members will earn 20 volunteer hours for their service.

Contributing Members are expected to attend most monthly meetings and actively participate in discussions and recommendations to the Administration. Contributing Members are representatives from the Parish and school staff. Contributing Members may serve on a committee and/or participate in specific tasks directed by the Administration or a Committee Chair.

Advisory Board Committees

Finance Committee is focused on analyzing the school budget each year and ensuring that it realistically reflects the financial and physical needs of the school. This committee also advises the Principal and Pastor on financial planning for capital projects, long-term planning and financial sustainability.

Marketing Committee is focused on carrying out the various marketing strategies that develop awareness of our school and increase enrollment. This includes attending school fairs, reaching out to pre-schools, participating in Walnut Creek events such as parades, creating communications (flyers, banners) that are shared throughout our community, and creating awareness via social media.

Advancement Committee is focused on the development and fundraising strategy for the school, as well as ensuring the school can achieve and maintain financial stability. This includes leading the Annual Fund each year, as well as working with Parents Club on the other agreed-upon fundraising efforts (Auction, Fun Run).

Facilities Committee is focused on assessing the needs of our school campus in order to provide guidance and plan for capital improvements. This involves identifying key improvements, short and long term, to our school campus.

Safety Committee is focused on ensuring the overall safety and wellness of our school grounds and community. Partnering with the Facilities Committee occurs for safety measures that involve physical improvements to the school.

Mission & Catholic Identity Committee is focused on upholding the mission of our school and ensuring that our school remains rooted in Gospel values, centered on the Eucharist, and committed to faith formation, academic excellence, and service. Focus also includes identifying opportunities to ensure a cohesive relationship between the school and parish to support a rich Catholic family parish life.