

The Rockbridge Academy School Board is required to examine the goals, policies, programs, performance, and curriculum of Rockbridge Academy in the light of biblical principles and classical pedagogy. One of the key tools to effectively impact the school and sustain this vision is through the committee structure by which Board members, partnered with teachers, administrators, and parents with particular skills and abilities, work to improve classical pedagogy, Christian community, and the redemptive focus of the school. The following committees comprise the permanent committees charged with executing these tasks under the direction and authority of the School Board. Listed below each committee are the enduring responsibilities required of them in order to sustain the vision and mission of Rockbridge Academy to God's glory. These committee charters, approved this day the 1st of October, 2012, supersede any previous charters established by the Board of Rockbridge Academy.

I. Strategic Planning

The Strategic Planning Committee assists the Board with its responsibilities for the organization's mission, vision, and strategic direction.

Committee Responsibilities:

- Making recommendations to the full Board related to Rockbridge Academy's strategic initiatives;
- Helping the Board identify critical strategic issues facing Rockbridge Academy. Assisting in analysis of alternative strategic options;
- Ensuring that the Board has established an effective strategic planning process, including development of a three- to five-year strategic plan with measurable goals and time targets;
- Periodically reviewing the mission, vision and strategic plan, and recommending changes to the Board;
- Bi-annually reviewing the strategic plan and recommending updates as needed.
- Establish vision and goals in order to effectively plan the development of both the Belvoir property and the Manor House/historic easement to grow and prosper Rockbridge Academy and impact and bless the local community;
- Monitoring Rockbridge Academy's performance against measurable targets (*e.g.*, student retention and enrollment) or progress points (*e.g.*, break ground for new facility by October, 2015). (Similar language needs to be a part of each committee.)

Subcommittee: Comprehensive Financial Planning Committee (CFPC)

II. Curriculum

The Curriculum Committee serves the School Board by continuing the review of all of our curricula, in light of biblical principles and the principles of classical education, improving in our ability to teach the stages of grammar, dialectic and rhetoric, to provide well the tools of learning to all our students, and by providing counsel and information necessary to the School Board on matters of curricula.

Committee Responsibilities:

- Working with the administration to develop recommendations to the full Board related to Rockbridge Academy's curriculum with consideration for any curricular initiatives identified in the Strategic Plan;
- Assisting the administration identify the most pressing curricular issues facing Rockbridge Academy;

- Periodically reviewing the overall curriculum, and, with the administration, recommending changes to the Board.

III. Governance

Governance Committee

The Governance Committee provides for the Board's effectiveness and continuing development.

Committee Responsibilities:

Recommending to the Board policies and processes designed to provide for effective and efficient governance, including but not limited to policies for:

- Evaluation of the Board as a whole;
- Vetting of potential Board members;
- Board orientation and education; and
- Succession planning for the Board chair and other Board leaders.

Reviewing and recommending a position description detailing responsibilities of and expectations for Board members, committee chairmen, and the Board chairman;

Recommending nominees for advisors to the Board. To facilitate this responsibility, the committee will:

- Develop and recommend to the Board a statement of the competencies and personal attributes needed of advisors to the Board (keeping in mind that advisors are potential future Board members), to be used as a guideline for the recruitment and election of advisors;
- Develop, in cooperation with the Headmaster, a regularly updated list of potential Board members regardless of whether a current vacancy exists;
- Oversee a process for vetting the fitness of prospective Board nominees and advisors;

Developing a succession planning process for the Board chairman and other Board leaders;

Nominating Board officers for election by the full Board;

Reviewing the corporate bylaws and recommending changes as needed;

Developing plans for Board education, including new member orientation, education of Board members, and a potential annual Board retreat;

Overseeing the Board's self-assessment and improvement process every one or two years.

IV. Finance and Personnel

The finance committee assists the School Board and Administration in maintaining a solid fiscal foundation for the school to ensure its long-term and future financial viability.

Committee Responsibilities:

- Making sure that complete, accurate financial records are maintained and monitoring those reports;
- Working with the administration to developing an annual budget;
- Recommending that annual budget for approval to full Board;
- Communicating Rockbridge Academy's financial status to the full Board and working to ensure the full Board understands the financial picture;
- Ensuring compliance with local, state, and federal regulations governing nonprofit financial reporting;
- Protecting Rockbridge Academy's financial assets and making sure that any investments are wisely managed;
- Address specific financial or personnel related goals identified in the Strategic Plan and make recommendation to the Board to achieve those goals;
- Evaluating employee benefits and practices so as to continually meet our mission statement of seeing the faculty "well paid so that they may make a career at Rockbridge Academy";
- Making recommendations to the Board for improvement in faculty salary and benefit structures;
- Maintain a Financial Policy Manual which governs school's financial planning and decision-making.

V. Advancement

The purpose of the Advancement Committee is to provide direction and oversight to the Rockbridge Academy Board for the development of strategies and relationships that promote the school in a manner that supports student recruitment and retention, builds and sustains a strong, engaged parent and student community, enhances the school's profile in the larger local community of Anne Arundel and surrounding counties, and fundraising efforts that build lifelong investors in the school.

Committee Responsibilities:

- Review the school's Strategic Plan annually and make recommendations to the full Board for effective implementation. Address specific goals in the Strategic Plan related to Advancement;
- Working with the Headmaster and Director of Advancement to continually improve student enrollment and retention;
- Coordinate Board involvement in Rockbridge Academy events and regional community groups, events, promotions, and outreach;
- Coordinating and executing Annual Fund and Capital Campaigns and any related activities including gift policies as they relate to ongoing campaigns;
- Recommending to the full Board goals and objectives of Rockbridge Academy to its public perception, community building, and fundraising efforts.