

Executive Committee

The Executive Committee of the Board is composed of the chair along with no fewer than two and no more than four trustees. The head of school customarily attends Executive Committee meetings as an *ex officio* non-voting participant. During the interim between meetings of the Board, the Executive Committee may exercise all powers not reserved to the plenary Board. The Executive Committee may meet at the call of the chair to advise the chair or the head of school.

The Executive Committee's functions include the review of the head of school (with the head recused as appropriate), coordinating the work of the Board, helping the Board accomplish its work more efficiently and effectively, facilitating decision-making in the case of a crisis or other urgent circumstances, and serving as a resource and sounding board for the head of school.

Advancement Committee

The Advancement Committee seeks to ensure that philanthropic support for the School is wide, deep, and based on the School's mission and goals.

Working with the Advancement Office, the committee sets development goals, including community engagement. The committee educates members of the WIS community about the strategic importance of philanthropy to achieving the School's mission and sustainability. The committee monitors and adjusts, as appropriate, the implementation of development strategies. It advises the Board on the financial goals of annual giving and on any capital or endowment campaign. Committee members solicit gifts, participate in special events, and motivate and involve all trustees and other volunteers in development activities.

Facilities and Campus Planning Committee

The Facilities and Campus Planning Committee seeks to ensure effective and efficient space utilization in support of WIS's mission, in well-maintained facilities on campuses that provide harmonious relationships between buildings, open spaces, and landscaping, as well as clear and safe vehicular and pedestrian circulation. Responsible stewardship of the environment is a factor in WIS facilities planning.

The committee advises on planning for the School's buildings and grounds, makes recommendations for Board approval, and monitors implementation of the plan. The committee engages with staff and the Finance Committee to provide advice on capital project and operating budgets related to facilities requirements.

The committee provides general oversight of major building projects, including advising on meeting programmatic requirements, assessing merits of design solutions, advising on regulatory approval processes, and advising on contract procurements for design,

management, and construction professionals. The committee does not act as a project manager or as a facilities manager.

Finance Committee

The Finance Committee supports the Board of Trustees in its oversight of the School's finances. Its work helps to ensure that the School is appropriately resourced, and that it remains fiscally sustainable over the long-term.

Each year the committee: helps finalize the budget for the upcoming school year, a process that includes setting tuition levels; monitors financial reporting for the current year, reviews and approves variances to the budget as needed; and reviews the findings of the School's independent auditor.

On an ongoing multi-year basis, the committee is involved with: long-term financial planning and budgeting; oversight of benefits programs for School employees; ensuring that appropriate internal financial controls are in place; monitoring the service of, and potential to refinance, any School debt; and reviewing financing alternatives for major projects.

The Finance Committee has an Investment Subcommittee, which is tasked with developing an investment policy for the School's endowment and other investable reserves, identifying an outside investment advisor to manage that portfolio, and ensuring that the ongoing performance of the portfolio is consistent with the stated investment goals.

Governance Committee

The Governance Committee monitors governance issues and makes reports and recommendations to the full Board on new and evolving matters. As part of this process, the committee periodically reviews the School's bylaws and other governing documents to ensure these are consistent with applicable laws and actual or desired practices. The committee develops and reviews Board policies to guide effective oversight and thoughtful planning.

The committee nominates Board and corporate officers, ensuring timely and compliant elections for those officers; recommends the retention and re-election of incumbent trustees; and, if necessary, recommends the request for the resignation or removal of a trustee. The committee is responsible for the identification, cultivation, nomination, and orientation of new trustees who reflect the diversity of the School community and the skills to ensure the success of the School's mission.

Finally, the committee facilitates the Board's annual self-evaluation; identifies the need for trustee education and training and finds vehicles to meet that need; and organizes the recognition of individual trustees.