

APPOINTED TRUSTEE COMMITTEE MEMBERSHIP

Originated with Ad Hoc Committee
Proposed to Executive Committee: 1/3/08 , 4/10/08
Approved at Full Board First Reading: 4/24/08
Adopted at Full Board Second Reading: 6/26/08

MEMBERSHIP

- Trustee Committee Members shall be appointed annually by the President of the Board of Trustees.
- Non-Trustee Committee Members shall be appointed annually by the President. Committee chairs may recommend appointments to the President.
- Vacancies may be filled as agreed upon by the President in consultation with the Committee Chair on an ad hoc basis until the next annual appointment.
- All Trustee and Non-Trustee Committee Members will abide by the Code of Conduct for Committee Members

CODE OF CONDUCT FOR COMMITTEE MEMBERS (per Policy B3-R)

As a Member of a Thetford Academy Board of Trustees committee, I will strive to improve education at the Academy, and to that end I will:

- Remember always that my first and greatest concern must be the educational welfare of the students attending Thetford Academy;
- Attend all regularly scheduled committee meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- Recognize that I should endeavor to support policy decisions only after full discussion at committee meetings;
- Act only as a member of the committee and not assume authority as an individual in school matters;
- Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

- Encourage the free expression of opinion by all committee members, and seek systematic communications among all elements of the Thetford Academy community;
- Work with other committee members to develop effective policies and to delegate authority for the administration of the school to the Head of School;
- Communicate to other committee members and the Head of School expressions of public reaction to board policies and school programs;
- Inform myself about current educational issues by individual study and through participation in programs that provide needed information;
- Avoid being placed in a position of conflict of interest, and recuse myself should conflict of interest become apparent;
- Take no private action that will compromise committee members, the Board of Trustees, or administration of Thetford Academy, and respect the confidentiality of information that is privileged under applicable law.

COMMUNICATION AND MEETINGS

- All committee meetings will be held at scheduled times and places with all committee members being notified ahead of time. Notification may come via announcements at meetings, minutes of meetings, telephone, e-mail, or USPS mail.
- Transmit important information regarding committee, subcommittee, and work group business to all members of the group involved.
- Remembering that most forms of communication (particularly distance communication such as e-mail) can be disseminated quickly and with little thought, use discretion. When discussing issues, it is always preferable to communicate in person at meetings of the group(s) involved.
- Important committee findings should not be communicated to the public without following the approved Protocol for Public Statements.

Cross Reference:

Code of Conduct (B3-R)

Board Meetings (C2)

Public Participation at Board Meetings (C3)