



# Altmar Parish Williamstown Central Schools

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## **RESPONSIBILITY AND CHARGE OF THE COMMITTEE**

### *General Charges*

1. Election of a Chair
2. Selection of a person to take the Minutes of the meetings
3. Placement of Minutes on website- After the meetings, please email a copy of the minutes to the District Clerk for posting to the APW website.
4. A strong commitment for attendance at meetings (each Committee to report on attendance requirements)
5. The Board reserves the right to accept, reject or modify all or any part of a Committee recommendation
6. Committee appointments shall be approved annually by the Board upon recommendation of the Superintendent of Schools

### Specific Charges

The Committees comprise of no more than three Board of Education members. Administrators, staff, parents and community members are strongly encouraged to participate. The purpose of the committee is to give community feedback to the Board of Education. Fiscal responsibility is the goal of the Board of Education, which is why it is increasingly important to seek the community's recommendations on how resources should be managed from both a financial and programmatic perspective. The committee should have broad representation from all constituents to guarantee a wide range of community involvement in its role as an advisory council.