

St. Ann School

School Advisory Committee

The St. Ann School Advisory Committee (SAC) is consultative in nature and members act as advisors to the school Principal and Pastor. The Committee is comprised of three ex-officio members, nine advisors, and the chairs of six subcommittees. Appointments to the SAC are made the by Nominating Committee, except for members representing the Parish Council and the Home and School Association. The primary responsibility of the School Advisory Committee is to advance the mission of St. Ann School by helping to guide the execution of the school's Strategic Plan. The SAC meets monthly, July through May. Meetings last approximately 90 minutes and are always open to anyone in the school community.

School Advisory Committee Structure:

The Committee is comprised of the following members:

I. Ex-officio members (3)

- A. Pastor
- B. Principal
- C. Assistant Principal

II. Advisors (9)

- A. Committee Chair
 - 1. Establishes agendas and meeting schedules, presides over meetings, and oversees the work of the six subcommittees.
 - 2. Serves a one-year term immediately following a one-year term as Committee Vice Chair.
 - 3. Position may not be filled by a faculty/staff member of St. Ann School or an immediate family member of a faculty/staff member.
- B. Committee Vice Chair
 - 1. Assists the chair in his/her prescribed duties.
 - 2. Creates the School Advisory Committee's master calendar from which meeting agendas originate.
 - 3. Serves as chair of the Nominating Committee.
 - 4. Serves a one-year term, with promotion to Chair the following year.
- C. Secretary
 - 1. Records minutes of each SAC meeting and sees to their distribution.
 - 2. Serves a two-year term.
- D. Parish Council Member
 - 1. Serves as a liaison between the SAC and Parish Council.
 - 2. Appointment and length of term determined by Pastor.
- E. Home and School Member
 - 1. Serves as a liaison between SAC and the Home and School Association.
 - 2. Appointment and length of term determined by the Home and School Association.
- F. Members at Large (4)
 - 1. Attend all SAC meetings providing increased input for Principal and Pastor with no other particular responsibilities or committee assignments.
 - 2. Serve a one-year term with optional renewal at the discretion of the Nominating Committee.

III. Subcommittee Chairs (6)

The Chairs of the six SAC Subcommittees not only act as advisors to the administration, but also oversee the execution of duties assigned to their subcommittee. The Chairs recruit members to their subcommittee, as many as necessary to complete successfully the subcommittee's assigned duties. Each Subcommittee Chair submits to the SAC Vice Chair an operational timeline for the upcoming year for use in creating the master calendar. They attend SAC meetings as their subcommittee appears on the agenda, but are encouraged to attend all meetings. Each Subcommittee Chair serves a minimum of two years, with optional renewal at the discretion of the Nominating Committee.

- A. Alumni Subcommittee
 - Tracks alumni data and oversees alumni relations and activities.
- B. Community Involvement Subcommittee
 - Nurtures the interrelation between the school and the larger parish community and the Nashville community.
- C. Finance Subcommittee
 - In conjunction with school administration, designs the school's annual operating budget for approval by the Parish Finance Committee. Acts as liaison between school and parish concerning finances. Prepares and presents a quarterly finance report to the SAC.
- D. Marketing Subcommittee
 - Develops and executes an annual Marketing Plan intended to promote St. Ann School in multiple arenas.
- E. Annual Fund Subcommittee
 - Coordinates all aspects of the Annual Fund initiative for the school.
- F. Strategic Planning Subcommittee
 - Works with the school administration to design strategic initiatives for the school. Ensures ongoing review and revision of the Strategic Plan. Reports to the SAC quarterly on Strategic Plan progress.

Nominating Committee: Each spring nominations for the SAC are sought from members of the current Committee as well as all school parents/guardians. Individuals may nominate themselves or others. All nominations are taken under consideration by a Nominating Committee comprised of the Pastor, Principal, Assistant Principal, SAC Chair, Vice Chair, and Secretary. The Nominating Committee makes the final decision on appointments for the SAC for the coming year. If necessary, the Nominating Committee convenes during the year to fill any position that becomes vacant.