

Horizons at Episcopal Academy Board of Directors 2023-2024 Committees

Overview

Much of the work of the Horizons at Episcopal Academy (HEA) Board is completed by various Board Committees. Committees are comprised of Board Members/Observers and other HEA volunteers/employees with the exception of the Governance and Finance Committees, which are comprised of Board Members/Observers only.

Meeting Frequency

Each committee typically meets quarterly beginning in the Fall (September) of each year and holds its final quarterly meeting prior to the start of the Summer program (June). When needed, committees may choose to hold additional meetings to accomplish initiatives/tasks. The meetings are typically held in person; however, virtual options are available to accommodate committee members.

Committee Leadership

Each committee is led by a Committee Chair. In some instances, a committee will be led by Co-Chairs. Customarily, there is a renewable two-year term for Committee leadership positions. However, if a majority of the Board Members on the Committee agrees, the term can be extended.

Committee Organization

Each Committee is responsible for keeping its own notes at Committee meetings and typing up Minutes from these notes. Chairs may assign this task to other member(s) of their committee. Once prepared, the Minutes should be distributed via email to Committee members. The Executive Director should be copied if not a committee member and will keep a record of all committee Meeting Minutes.

Marketing Committee

Mission: To establish a marketing strategy that communicates the HEA promise to inspire, build and nurture children's lives with a scholarship commitment that generates proven results and develops life-long learners.

Key Tasks: Website content/management, Impact Report, HEA Awareness

Fundraising & Development Committee

Mission: To strengthen, diversity and expand HEA's funding sources to ensure the sustainability and future growth of the program.

Key Tasks: Donor Relations and Gifts, HEA Event Support, Grant Writing Opportunities

Program Committee

Mission: To ensure the growth and engagement of our K-8 Horizons students in the HEA summer and school year programs.

Key Tasks: Super Saturdays, Parent Programming, Data Analysis, Summer Program Support (Research and Idea Generation)

High School Program Committee

Mission: To build out and implement a multi-stage strategic plan for a High School Program that will support our graduating 8th grade students and further cultivate our overall mission of improving educational outcomes by providing resources for our students in High School and beyond.

Key Tasks: HS Student Support, HS Programming and Volunteering, College Possible