

# Governance at the Waldorf School of New Orleans

## Templates

### **About this document**

The aim of the governance templates is to guide efficient and thoughtful procedures that reflect agreed-upon expectations, while not being overly dogmatic.

Note some sections of these templates may not apply to all situations.

This is expected to be a living document, which changes as we adapt to our current circumstances.

### **How to make changes**

Any changes to this document should follow our general decision-making procedures. If the change impacts multiple groups, they all need to approve the change. Whenever there is a change, all groups should be notified even if they do not have decision-making authority in the area that has changed.

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# Committee and task force mandate template

A committee is an ongoing working group, a standing committee.

A task force is an ad hoc working group that is expected to dissolve after completing a specific goal or task. Another group or committee may recreate a task force regularly.

When the word “committee” is used below it is intended to refer to either a “committee” or a “task force”.

## **Name**

What is the name of the committee? Sanity check: is the name of the committee clear to outsiders without additional explanation?

## **Contact**

How can people contact the committee?

Is there a group email address, Facebook page, website, or a primary point of contact?

## **Current members**

Who is currently on the committee? Who are the current officers?

## **Mission**

What is the purpose of this committee; why does it exist?

## **Deadlines**

If this is a task force, what is the date they expect to fulfill their mission and dissolve?

## **Membership requirements**

Are there any requirements for members from certain groups to be on this committee? For example, must there be somebody from Administration, Faculty, and Board on this committee?

## **Membership eligibility**

Who may be involved in the committee? For example, only officers of the Board are eligible to be on this committee.

How does one gain a vote in committee decisions?

## **Decision-making procedure**

If not the default (aim for consensus, majority rules), how does this committee decide on things?

## **Accountability**

Which group(s) is the committee directly accountable to, or who formed the committee?

## **Reporting and communication**

To whom does the committee report, and if not the default report template how does the committee submit reports? How often does this committee report?

Are there any special communication expectations to ensure smooth and inclusive communication?

If this is a task force, who needs to be consulted while they move forward? Who needs to be informed while the task force accomplishes things?

## **Review**

How often, by whom, and how are reviews done?

## **Meetings**

How often does this group meet?

## **Mandates and authority**

What does the committee have the authority to decide? Note in all cases while a committee may have a mandate they should still follow the typical feedback expectations documented elsewhere.

## **Duties and responsibilities**

What are the specific duties and tasks of the committee?

## **Resources**

What resources are given to the committee to permit them to do their work?

## **Not doing**

List any duties that might seem like they could fall under this committee but do not.

## **Organizational structure**

### **Operational roles**

Are there any specific roles related to this committee and what are they responsible for doing? For example, chair. Some groups might have detailed list of duties for roles. How are individual roles seated? For example, are they elected?

### **Sub-committees or task forces**

Are there any sub-committees underneath this group, and what do they do? Some may be expansive enough to warrant their own mandate document.

## Report template

When reporting to other groups, the following template may be used.

The primary goal of these reports is to facilitate transparency, letting folks know what others in their school community are doing. Secondly, it's to track progress on projects and call out areas of need in a way that encourages others to reach out to help and all of us to work together to get things done.

Please report on anything since the last time you submitted a report. For example, the reporting period may be two months if you last submitted a report two months ago.

All answers can be in the ballpark of 1-2 sentences, but riff further if you want.

### **Recent accomplishments**

What are the 3-5 most important and/or time-consuming things you have done recently in these areas of work:

- Ongoing day-to-day work
- Strategic improvement projects

### **Next priorities**

What are the 3-5 most important and/or time-consuming things you will be focusing on in the next 30-45 days in these areas of work:

- Ongoing day-to-day work
- Strategic improvement projects

### **Blockers and help**

Is there anything blocking your progress? What do you need help with?

## **Review template**

Fill out at least 2-3 items under each section below.

**Appreciations, accomplishments, and what worked well**

**Challenges and what did not work well**

**Recommended changes, improvements, and suggestions**

# Policy & procedure template

## Title of policy

## Last revision date

## Purpose

If it's not obvious, explain: Why do we bother to have this policy?

## Scope

To who or what does the policy apply to? For example, faculty, students, or tuition payments?

## Responsible groups

Who are the group(s) responsible for administering or enforcing policy?

## Policy owner

Who has the authority to make changes to the policy?

## Procedure owner

Who has the authority for making decisions related to procedures to fulfill the policy?

## Procedure facilitators

Who is primarily responsible for seeing the procedure to completion?

## Definitions

Any terms that may be unfamiliar to readers.

## Policy

The policy statement provides a rationale for the policy, including underlying philosophy of the policy and what the policy hopes to accomplish. This may include details of how the policy is related to WSNO or one of our groups mission and values.

## Procedures

The steps required to comply with the policy. Wherever appropriate, be sure to detail which group or individual is responsible for each step and calendar deadlines. Include details on where forms required to fulfill the procedure are located.

## References

Any materials that informed the creation of the policy or that you want to provide for readers interested in learning more.