

St. Mary's SAB Committee Recruiting Letter

The School Advisory Board (SAB) is in place at St. Mary of the Mills School (SMS) to provide advice and assistance to the Administrative Team at SMS. The SAB is made up of persons who have stake in St. Mary of the Mills School (SMS). These stakeholders include parents of students at SMS; St. Mary of the Mills parishioners; and faculty and staff of SMS. Members on the SAB serve 2-3 years depending on their roles on the SAB. The SAB fulfills its purpose and exercises its functions, through the work of standing committees in accord with the vision, mission and goals of the parish and school and with the goals, policies, and regulations of the Archdiocese of Washington. This year, the SAB will be working with the following committees: Planning, Finance & Development, Public Relations & Marketing, and Technology. Each committee will be charged by a sitting SAB member.

What charge does each of those committees have?

- a. The *Planning Committee* works on issues, in light of the vision, mission and goals of the school in long range strategic planning and school improvement projects. It also develops, reviews, and updates annually the school's five-year strategic plan as required by the Catholic Schools Office.
- b. The *Finance and Development Committee* provides assistance to the Administrative Team on budget issues, tuition rates, and planning for the long-term financial stability of the school. It works in planning and monitoring new sources of revenue such as alumni support, capital campaigns, endowments, grants and planned giving programs. The committee also provides assistance to the Director of Development and the Home & School Association, and fundraises for the school.
- c. The *Public Relations and Marketing Committee* develops programs to project the school's image within the parish community and the public outside the parish by evaluating comparison markets and monitoring and planning effective outreach and communications to generate interest in enrollment and community support.
- d. The *Technology Committee* works in collaboration with the school's Technology Coordinator by providing advice and assistance in all areas of technology for the school. Additionally, they identify and recommend new opportunities for technological advancement.

We are looking for persons to serve on these committees who have professional knowledge or experience in the particular area; professional contacts who can be a valuable resource; and time to work with the committees to effect positive change at SMS. The SAB meets every 6 weeks. The committees will work outside of the SAB and the committee chair will report the committee's status back to the SAB.

If you fit this description and are ready to make the commitment, please send an email indicating the committee in which you are interested in supporting to:

SAB@stmaryofthemills.org.

I'm ready to work! How about you?!

Kim Washington