

# Westlake Academy Campus Leadership Team

## **Mission Statement**

The Campus Leadership Team will facilitate the flow and exchange of ideas between members of the Westlake Academy community, including students, staff, parents, and plan and implement ways to increase the school's effectiveness in allowing students to maximize their potential.

## **Bylaws**

The bylaws outline the procedures governing the and set the standards of conduct expected for each member. Bylaws of the may be amended or repealed by a majority affirmative vote of the membership.

## General Powers

1. Identify the educational needs of the community.
2. Give advice on educational, social, and physical events that can benefit the school and community.
3. Recommend strategies of improving communication between school-parent, parent-teacher, teacher-student, and school-community, and implement these strategies when appropriate.

## Membership

As outlined in the school's charter, the Campus Leadership Team will consist of the following individuals: one community member, three student members, three parent members, and three faculty members. One member each of the student, parent, and faculty members must represent the three sections of the school: the PYP, MYP, and DP programs.

## Election Process & Terms of Service

Community, student, faculty, and parent members of the will be elected in the following ways.

### *Community members*

Community members on the Campus Leadership will recommend other leaders of the community for membership. Community members expressing interest in serving will submit a self-nomination form to the Executive Director serving on the Campus Leadership and the Chair in January. Applications will be reviewed for approval for nomination by the Executive Director and the Chair by . After listening to the recommendations, the will vote to select the new member(s).

### *Student members*

Heads of Sections of the school will solicit applications of interest in service from students of the relevant sections in January, and students expressing interest in serving will submit a self-nomination form to the Executive Director serving on the Campus

Leadership and the Chair. Applications for student members will then be reviewed for approval for nomination by the Heads of Sections of the school and the Chair by in collaboration with existing student members. After listening to the recommendations, the will vote to select the new member(s).

Students extensive leadership roles within the school .

#### *Parent members*

The Chair of the Campus Leadership will solicit applications from the parents of the relevant sections in , and parents expressing interest in serving will submit a self-nomination form to the Executive Director serving on the Campus Leadership and Chair. Applications will then be reviewed for approval for nomination by the Executive Director and the Chair by . Current parent members of the School Leadership will also review applications and make a recommendation. After listening to the recommendations, the will vote to select new members.

#### *Faculty members*

The Heads of Sections of the school will solicit applications from the faculty of the relevant sections in , and faculty members expressing interest in serving will submit a self-nomination form to the Executive Director serving on the Campus Leadership and the Chair. Applications will then be reviewed for approval for nomination by the Executive Director and the Chair by . Current faculty members of the School Leadership will also review applications and make a recommendation to the . After listening to the recommendations, the will vote to select new members.

#### *Election of Members*

Elections will typically be held in of each school year, but may be conducted at any time if a member resigns. New members elected in will begin their term of service in September.

#### *Terms of Service*

The term of service on will be two years, but members may indicate their desire to continue service for another term at the end of each term, and their term will be extended for another two-year period. Terms may end if a member no longer belongs to the constituency that he/she was elected to represent (e.g. if a student graduates to the next level of the school) if the designated number of students or parents for that school level is already serving on the . Student members at the Diploma Program (DP) level will have the option of serving either one- or two-year terms. If a student at the DP level chooses to serve a one-year term, a substitute will be named to replace him/her and to complete the term. Terms of members will be staggered so that approximately half of the members of the School Leadership will be replaced each year. Additionally, in order to provide continuity regarding the work of the , terms shall be staggered so that parents, faculty, and students representing a school level shall not be designated to exit from the at the same time.

### Roles of Members

The expectations of members are described below. Leadership positions within the (i.e. Chair, Vice-Chair, Secretary) will be elected each year by the School Leadership Team. Student members are not eligible to be chairperson.

#### *Chair / Vice Chair*

The Chair presides at all meetings of the , and has the following responsibilities.

1. Prepares meeting agendas
2. Maintains order in meetings and keep discussion relevant to the issues
3. Entertains motions and votes on all matters
4. Calls for a special meeting
5. Solicits applications for parent and faculty members when necessary

The Vice Chair will have the same responsibilities when the Chair is unavailable.

#### *Secretary*

The Secretary will be responsible for writing the minutes of each meeting.

#### *All members*

1. Accept and encourage a variety of opinions from and communicate with the community
2. Make public relevant information to promote communication and understanding between the school and community
3. Consider and make recommendations to the Board of Trustees or Head of School
4. Conduct meetings with planned and published agendas
5. Recognize that the first and foremost concern must be with the educational welfare of the students
6. Work with other members to establish effective policies
7. Avoid being placed in a position of conflict of interest, and refrain from using the position for personal gain
8. Attend all regularly scheduled meetings and become informed on issues to be considered. Members are expected to attend a minimum of 80% of meetings; members unable to do so may be asked to resign. members will consider extenuating circumstances on a case-by-case basis.

### Meetings

Meetings will be held on a regular basis to be determined by the School Leadership Team, but not less than 4 times a year. Meetings will follow the guidelines below.

1. All members are to be notified of regularly scheduled meetings at the conclusion of the current meeting.
2. Agendas are to be made available at least 24 hours prior to each meeting.
3. Meetings will adjourn when all matters at hand have been discussed and/or the chair adjourns the meeting

4. Meetings cannot be held nor can votes be taken unless at least 75% of the members are present. However, voting may occur over email, provided all members are contacted with sufficient time to respond.
5. Special guests may be invited by members of the to address matters of concern. In addition, members will actively solicit ideas and opinions from the constituency they represent.