

Sample Committee Profile and Work Plan

Outreach Committee (from bylaws): The Outreach Committee shall monitor activities to ensure that: 1) planned enrollment levels are achieved; 2) the enrollment activities seek, in good faith, to enroll a student body reflective of the school-age population of Glens Falls. It shall also serve as the principal liaison between the Board and efforts by the Corporation to achieve maximum levels of parental involvement in the educational process.

Specific roles and responsibilities identified by current committee

- Public relations – assist with strategies for identifying and targeting specific media targets
- Provide guidance concerning messages and production of communication materials (e.g. brochure, annual report, public notices) and public presentations
- Liaison to community groups – (when able) assist staff with informing and educating
- Advise regarding strategies to achieve planned enrollment figures and demographics

Chair _____

Current members _____

Other potential members _____

Meeting schedule: when or how often, length, location _____

Top three priorities (should reflect “Specific roles and responsibilities” and/or strategic plan)

1. _____

2. _____

3. _____

Other ideas and recommendations _____

Next scheduled meeting _____