

Name _____

Score _____

Instructions: Please write your name at the top of this page. This quiz contains 11 questions about effective committees. The questions are numbered, and the suggested answers for each question are lettered. For each question, decide which answer is best. Then, circle the letter of your selected answer. Submit your completed quiz to your governing board chair for scoring. Governing board chairs (or designee), please submit scores for your board members to Jennifer Lambert (jennifer.lambert@schools.utah.gov) no later than October 31, 2013.

1. Charter school governing boards should develop and delegate work to subcommittees because _____ .
 - A. delegation enables the governing board to focus on governance and the big picture
 - B. having a variety of subcommittees provides others with an opportunity to become involved in the school in a meaningful way
 - C. new school leaders can be developed through an effective structure of subcommittees
 - D. Both A and B
 - E. All of the above

2. The framework for the formation and operation of the school's standing committees and ad hoc committees is established in what document(s)?
 - A. The school's organizational chart and board book
 - B. The schools organizational chart and the Articles of Incorporation
 - C. The school's bylaws
 - D. A record of board motion and adoption in the board's meeting minutes
 - E. None of the above

3. Which of the following is a good example of a board standing committee?
 - A. The parent-teacher organization
 - B. The finance subcommittee⁴
 - C. Administrative search committee
 - D. Senior prom subcommittee
 - E. All of the above are good examples

4. Which of the following statements about ad hoc committees is true?
 - A. Ad hoc committees do not need to be addressed in the school bylaws.
 - B. Ad hoc committees petition the governing board and define their own goals and objectives.
 - C. Ad hoc committees are minimally accountable for completing assigned tasks.
 - D. Ad hoc committees disband when the task is complete.
 - E. Ad hoc committees are rarely necessary or called for in charter school communities where volunteerism is extensive.

5. Which of the following is the responsibility of an effective chairperson?
 - A. Prepare written reports and recommendations for the governing board on behalf of the committee.
 - B. Serve as the main point of contact for communication with the governing board.
 - C. Establish structures for the subcommittee in the school bylaws.
 - D. Both A and B
 - E. All of the above

6. Which of the following should be included in the written description of the subcommittee?
 - A. The process for selecting members of the committee
 - B. The purpose of the committee
 - C. The reporting structures for the committee
 - D. Both A and B
 - E. All of the above

7. Subcommittees are a part of the governing board's accountability structure and establishing clear written goals and expectations will maximize their effectiveness.
 - A. True, as a subcommittee of the governing board, lines of authority in decision-making , spending, or other areas must be clearly delineated.
 - B. True, however the governing board should allow each subcommittee the freedom to establish their own goals in order to foster the sense of community leadership.
 - C. False, subcommittees are not fundamentally related to accountability.
 - D. False, written goals are formerly saved for the governing board and are often intimidating for individuals serving on volunteer subcommittees.
 - E. None of the above

8. Which of the following statements is true regarding parent-teacher organizations?
 - A. Parent-teacher organizations should be formed as subcommittees of the board.
 - B. Parent-teacher organizations may establish as a separate non-profit organization.
 - C. Parent-teacher organizations are part of the school's accountability structure.
 - D. All of the above
 - E. None of the above

9. The practice of providing written recommendations, reports, and minutes from subcommittees will assist the governing board with _____ .
- A. decision-making
 - B. self-assessment
 - C. goal monitoring and tracking
 - D. transparency
 - E. All of the above
10. As a best practice, how many members may serve on any given subcommittee of the board?
- A. 1
 - B. 2
 - C. 3
 - D. The statutory limit is 4
 - E. It depends on the duties of the subcommittee and whether it is a formal part of the school's accountability structure
11. Which of the following is a means for gathering feedback regarding subcommittee performance?
- A. Written evaluation reports from the administrator
 - B. School performance reports provided by the authorizer
 - C. Annual board self-evaluation and the strategic planning process
 - D. Word of mouth feedback
 - E. None of the above