**Governance Definition**

An organization’s governance system is the structure, roles, and responsibilities of groups charged with leading. Governance occurs primarily as a set of agreements. Agreements (like job descriptions, committee mandates, bylaws, mission statements, polices, and handbooks) are best when they:

- Reflect the organization’s values and mission and help people feel connected to the whole organization.
- Are clearly written, regularly reviewed and revised with the participation of those they affect.
- Identify the pathways for collaboration, communication, reporting among the governing bodies and outline processes for navigating changes.

The governing bodies of Sacramento Waldorf School are the Administration, the Board of Trustees, and the College of Teachers.

**Administration**

The School Administrator and administrative staff are responsible for the daily operational aspects of the entire school while also supporting the self-governance of our faculty. The whole school is supported by staff in Lower School and High School Administration, Admissions, Development, Events, Facilities, Information Technology, Business (Finance, Human Resources), Athletics, and Student Services.

**Ad-hoc Committees** are temporary committees formed as needed by the Administration for a specific purpose or project. Active ad-hoc committees include the following:

- **Health, Safety, & Security:** responsible for the health, safety and security concerns of SWS
- **Communications:** strives to provide clear and open communication strategies/guidelines
- **Waldorf 100:** decides what activities and celebrations Waldorf communities will be involved in for the 100th anniversary of Waldorf Education
- **Alumni:** group of alumni that foster a spirit of loyalty and promote the general welfare of SWS
- **Diversity, Equity and Inclusion:** works to create an equitable and inclusive environment where all employees and patrons are treated with kindness, dignity and respect.

Parent-led volunteer organizations, such as Parent Guild and Athletics Booster Club, support the community life of SWS with guidance and oversight from administration.

**Board of Trustees**

The Board of Trustees (BOT) is a volunteer group of five to fifteen members composed of current and past parents, faculty, alumni, and other community members. Additionally, the High School Student Council Presidents attend select Board meetings to give an update on student life or to bring any issues or concerns to the attention of Board members. The BOT, empowered by the school’s bylaws, is charged with legal and fiduciary responsibility for the school and administers the long-range business aspects of the Sacramento Waldorf School. The Board, supported by the work of several standing committees, develops strategic and long-range plans for finance, development, enrollment, buildings and grounds, and the Board itself.

- **Development Committee:** responsible for capital campaigns, planned giving, and structured donation
- **Finance Committee:** responsible for annual budget development, financial tracking, and asset management
- **Enrollment Committee**: responsible for student enrollment needs and strategies for retaining and attracting families to our wonderful community
- **Buildings & Grounds Committee**: responsible for facilities maintenance, improvements, and implementation of pertinent Master Plan and Strategic Plan projects
- **Executive Committee**: responsible for planning board meetings, formulating policy proposals, overseeing the strategic planning process, and facilitating the performance assessment of the School Administrator
- **Committee of Trustees**: composed of BOT committee chairs; responsible for the oversight of the Board’s work

**Ad-hoc Committees** are temporary committees formed as needed by the BOT for a specific purpose or project.
- **Master Plan**: next step after Strategic Planning
- **Tuition Exploration**: Examination of tuition models

**College of Teachers**
The College of Teachers (COT) is a group of faculty and staff who consciously assume responsibility for the pedagogical and spiritual health of the School. Through active research and extensive study during weekly gatherings, the group seeks to uphold and apply the principles of Waldorf education in every grade and academic endeavor throughout the Sacramento Waldorf School. The College is assisted in its work by these committees with the following designated responsibilities:
- **Steering Committee**: responsible for faculty personnel management, including recruitment, hiring, and evaluation; crisis management; and enforcement of the policies of the College of Teachers and the Board of Trustees. This committee also serves as a decision-making body for questions and concerns brought from within our parent community.
- **Teacher Development Committee**: responsible for coordinating the mentoring and professional development of faculty, including in-service days and professional growth plans.
- **Festivals Committee**: responsible for the planning and implementation of the major whole-school and class-specific festivals that occur throughout the school year
- **Aesthetics Committee**: responsible for overseeing and maintaining the aesthetic components of the SWS campus in line with both Waldorf education’s artistic, spiritual values and building codes and requirements.
- **Parent Education Committee**: fosters the parent–school relationship; responds to the questions and needs of parents in our community by coordinating guest speakers and other community learning opportunities for further enrichment and development.

**Ad-hoc Committees**: are temporary committees formed as needed by the COT for a specific purpose or project.
- **Extended Care/Summer Program**
- **HS Educational Support**
- **HS Foreign Exchange**
- **Library**
- **LS Educational Support Care**: guidance and advocacy for parents.