

JOB DESCRIPTION

Chairperson, Vision Committee

1. **Position Title** – Chairperson(s), Vision Committee
2. **Work Location** – The majority of this work can be done at home. Chairs will be required to hold periodic meetings with the Vision Team and are expected to attend the monthly SAC meeting.
3. **Purpose of the Position** – The primary purpose of the position is to establish short term (1- 2 yrs) and long term (3-5 yrs) goals for the improvement of the school. These goals may involve curriculum, extracurricular activities, physical plant, finances, and/or spiritual development.
4. **Responsibilities and Duties** – Chair(s) are responsible for leading the Vision Committee to establish goals and develop plans for their implementation.
5. **Qualifications** – Excellent planning and leadership skills are necessary. Basic computer skills are helpful. Ability to work with various types of people and successfully interact with Parish and School leaders.
6. **Commitment Expected** – Chairs serve a minimum of one and maximum of three year terms. Chair will notify the SAC if they are vacating their position before the prior school year ends. Hours required will vary greatly by goals/projects and time of year.
7. **Training** – It is expected that former Chairs and Advisors spend a significant amount of time providing documentation and information about the position to the new Chair. Advisors will stay on to help throughout the new year.
8. **Other** – Position reports directly to the Principal and reports monthly at the SAC meetings. Last updated 9/10/09