



# Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 1220  
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## Community Relations

### Citizen's Advisory Committees for the Staff

#### 1. Purpose and Scope

To provide directions for the use of Advisory Committees for the Staff.

#### 2. Establishment of Committees

Members of the staff are encouraged to set up advisory committees as needed and in accordance with the policies of the Board. Individuals or groups within the staff wishing to establish an advisory committee should prepare a proposal for such a committee using as a guide the board policy material 1221. Such proposals originating in a division or school must be approved through the office of the principal or division head. The principal will forward information about the establishment and work of all such committees to the central office for inclusion in the Superintendent's reports to the Board.

#### 3. Committee Charges

The Board will present specific, written "charges" to the committee and include information such as:

- a. The length of time each member is being asked to serve.
- b. The service the Board wishes it to render.
- c. The resources the Board intends to provide to help it complete its job.
- d. The approximate dates on which the Board wishes it to submit reports.
- e. The time and place of the first meeting.
- f. The Board policies governing citizens' committees to help clarify relationships from the beginning.
- g. The procedure to be used in the selection of the committee chairman.

- h. Its relationships with the Board as a whole, with individual Board members, with the Superintendent, and with other members of the professional staff.

Citizen's Advisory Committees for the Staff (continued)

- i. The approximate date on which the Board wishes to dissolve the committee.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.