

**PRINCETON DAY SCHOOL  
BOARD OF TRUSTEES  
STANDING COMMITTEES AND THEIR FUNCTIONS**

1. The **Audit Committee** assists in Board oversight of the integrity of Princeton Day School's financial statements and its compliance with legal and regulatory requirements. It shall recommend to the Board the appointment, retention and termination of the independent auditors. The majority of Audit Committee members are not members of the Finance Committee.
2. The **Buildings and Grounds Committee** works with the Head of School and Assistant Head of School for Finance & Operations and in consultation with the Finance and Development Committees to assess and prioritize building repair, renovation and maintenance, campus landscaping and construction projects. It is responsible for formulating a schedule of deferred maintenance in order to ensure a systematic and ongoing plan for plant renewal. Finally, it is involved with all issues of property acquisition or sale.
3. The **Development Committee** works with the Head of School and the Director of Advancement and is responsible for the oversight of all institutional support including annual, capital and endowment fund raising programs, institutional relations, and the establishment of specific fund raising goals and strategies. Development Committee members assist in raising funds for the school through the identification, cultivation, solicitation and stewardship of prospective and past sources of support; by offering counsel on matters of development policy, strategy, organization and institutional planning; by providing support, time and leadership to one or more of the agreed upon committee goals; and by being familiar with and serving as advocates for the needs of the school.
4. The **Executive Committee** consists of not fewer than seven nor more than eleven members, which includes the Chair, the Vice Chair, the Treasurer, the Secretary, the Head of School and such other members of the Board as the Chair of the Board shall appoint. During intervals between meetings of the Board of Trustees, the Executive Committee may exercise the powers of the Board of Trustees except that the committee does not have the power to make, alter or repeal any by-law, elect or appoint any trustee, remove any officer or trustee, or repeal or amend any resolution previously adopted by the Board. The Executive Committee meets at the call of the Chair and reports to the Board of Trustees at the next meeting of the Board following any meeting of the Executive Committee.
5. The **Finance Committee** is chaired by the Treasurer of the Board who works with the Assistant Head of School for Finance & Operations and the Head of School to provide general supervision over the financial affairs of the school. Specifically it is responsible for the following:
  - Oversight of the preparation and review of the annual operating budget
  - Approving major expenditures
  - Review of the school's long range financial position
  - Interpreting financial matters to the Board for action
6. The **Investment Committee** manages the school's endowment portfolio and investments.
7. The **Legal Committee** is responsible for considering matters of legal policy facing the school, its

administration, faculty and students.

8. The **Committee on Trustees** analyzes the composition of the Board and identifies membership needs to maintain diversity of representation, balance and a range of talent among the trustees. It seeks to identify and cultivate a pool of prospective trustees and recommends to the Board specific individuals to fill vacancies. It is also responsible for the orientation of new trustees, the continuing education of all trustees and the self-evaluation of trustees.