Steering Committee

VAIS suggests the following structure for the Steering Committee that will guide the work of the review process for the school:

1. Steering Committee Chair
2. Self Study or Interim Progress Report Coordinator
3. Documentation Coordinator
4. Curriculum Coordinator
5. Survey Coordinator
6. Hospitality and Logistics Coordinator

**Steering Committee Chair:**
A faculty member should be appointed to chair the school’s steering committee. The chair reports to the Head of the School. The steering committee chair’s responsibilities include the following:

- chairing all meetings of the steering committee
- setting the general timetable for the school’s self analysis and ensuring that tasks are completed in a timely manner
- ordering any evaluation materials and documents needed for the self analysis
- overseeing the organization of all sub-committees, ensuring that all school personnel are involved in the process as appropriate, reflecting the sequential grade relationships as well as the interdisciplinary relationships within the school
- attending meetings with VAIS representatives regarding the evaluation visit
- coordinating the reproduction of the school’s report and published curriculum for visiting team members
- serving as liason with the visiting team during the evaluation visit

The steering committee chair should be a highly respected member of the faculty and administration; be able to work well with faculty, trustees, parents, and administrators; be an excellent communicator and writer; be highly organized; be attentive to detail but also be able to take the broader view; and above all should be flexible.

**Self-Study or Interim Progress Report Coordinator:**
The report coordinator is responsible for the structure, coordination, compilation, editing, and revision of sub-committee reports which make up the self study or interim progress report. This person works closely with the steering committee chair to set sub-committee meetings and report deadlines.

**Documentation Coordinator:**
This is often a staff member in the school’s business office or the Head’s assistant who will be responsible for collection and maintenance of the school’s “document box.”

**Curriculum Coordinator:**
The curriculum coordinator is responsible for ensuring that all areas of the school’s curriculum are accurately updated, accessible, and documented and that copies of the school’s published curriculum are available to the visiting team.

**Survey/Feedback Coordinator:**
The survey coordinator will work with the VAIS-appointed surveying firm to manage the surveying of constituents and the subsequent distribution of survey results to the sub-committees working on the interim progress report. The coordinator may also facilitate the interpretation of the data.

Note:
- As part of the preparation of the interim progress report, schools are required to show evidence of intentional solicitation of feedback from constituents. This may be in the form of surveys conducted through the VAIS-appointed surveying firm or schools may wish to conduct their own surveys or focused discussion groups to provide constituent insight into the areas covered in the interim progress report. Should schools choose to use the VAIS accreditation surveys, the survey coordinator should be fairly familiar with the school’s database of constituents.
- All schools are required to administer the accreditation surveys provided through VAIS as part of their initial or ten-year review process.

**Hospitality and Logistics Coordinator:**
This member of the steering committee is the liaison to the visiting team and is responsible for all mailings to visiting team members and the arrangements for the visiting team’s lodging, meals, work space, and technology needs. This member should be aware of and plan for specific needs of the team such as dietary restrictions and allergies.