



VAIS

VIRGINIA ASSOCIATION OF INDEPENDENT SCHOOLS

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Steering Committee

VAIS suggests the following structure for the Steering Committee:

1. Steering Committee Chair
2. Narrative Report Coordinator
3. Documentation Coordinator
4. Curriculum Coordinator
5. Survey Coordinator
6. Hospitality and Logistics Coordinator

Steering Committee Chair

The Steering Committee Chair is a faculty or administrative member who reports directly to the Head of School throughout the self-study process. The Steering Committee Chair should be a highly respected member of the faculty or 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. The Steering Committee Chair's responsibilities include the following:

- Chairing all meetings of the Steering Committee
- Setting the general timetable for the school's report and ensuring that tasks are completed in a timely manner
- Overseeing the organization of all sub-committees, ensuring that as many school personnel as possible are involved in the process as appropriate, reflecting the sequential grade relationships as well as the interdisciplinary relationships within the school
- Attending a training workshop with VAIS representatives regarding the evaluation visit
- Coordinating the reproduction of the school's report and curriculum for Visiting Team members
- Serving as liaison with the Visiting Team during the evaluation visit

Narrative Report Coordinator

The Report Coordinator is responsible for the structure, coordination, compilation, editing, and revision of sub-committee reports, which make up the Interim Report. This person works closely with the Steering Committee Chair to set sub-committee meetings and report deadlines.

Documentation Coordinator

The Documentation Coordinator 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 Documentation online.

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 links to the school's published curriculum are available to the Visiting Team.

Survey/Feedback Coordinator

The Survey Coordinator will manage the surveying of constituents and the subsequent distribution of survey results to the sub-committees working on the Interim Report. The coordinator may also facilitate the interpretation of the data.

Hospitality and Logistics Coordinator

The Hospitality and Logistics Coordinator serves as the liaison to the Visiting Team and is responsible for all mailings to Visiting Team members and the arrangements for their lodging, meals, work space, and technology needs. This Steering Committee member should be aware of and plan for specific needs of the team, such as dietary restrictions and allergies.