









*Section One. Content. Role of the Coordinator.* The committee coordinator, with support provided by Chief Financial Officer and other staff shall provide ongoing support to the BSC. Responsibilities of the committee coordinator shall include, but not be limited to:

- Ensuring that adequate arrangements are made for venues for regular and other plenary meetings, as well as any subcommittee meetings;
- Providing members and applicable staff with agendas and background materials sufficiently in advance of regular and other meetings;
- Serving as custodian of BSC records, including member attendance;
- Keeping minutes of regular and other plenary meetings;
- Ensuring that agendas and approved minutes for regular and other plenary meetings are posted in a timely manner;
- Serving as a point of contact and information for stakeholders, and conveying any pertinent information to the BSC;
- Ensuring that new members are sufficiently oriented to service on the BSC; and
- Consulting with the coordinator of district advisory bodies as needed.

*Section Two. Technical and Specialized Support.* The Chief Financial Officer shall ensure that appropriate technical and specialized support, either internal or external to the district, are available to the BSC as needed.

*Section Three. Website.* It is the responsibility of the Department of Communications and Community Engagement to create and maintain the BSC website.

## Article VII: Dissolution

*Section One:* Consistent with BDF (LOCAL) the committee is to be dissolved upon completion of the committee charge.

*Section Two:* The committee charge is considered complete and the committee shall cease to exist upon the certification of the November 8, 2022 election. The Board of Trustees may dissolve the BCS before or after the certification of the election.

*Section Three:* The Board of Trustees may re-authorize the committee. If the Board of Trustees opts to do so, the Board of Trustees shall establish a new dissolution date.