

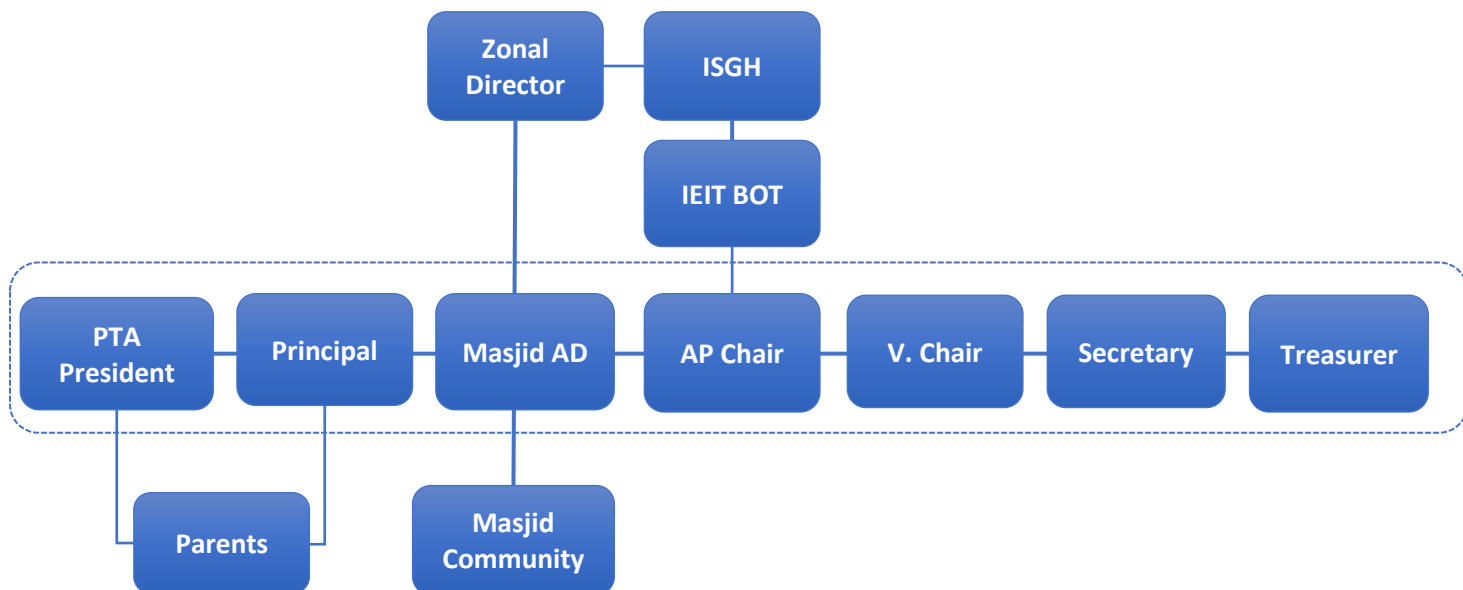
## What is Houston Peace Academy's Advisory Panel?

Houston Peace Academy is one of six Islamic schools that operate under the umbrella of the Islamic Education Institute of Texas (IEIT), a subsidiary of Islamic Society of Greater Houston (ISGH). IEIT Board of Trustees (BOT) sets the bylaws and guiding principles within which schools are to be governed. Each school is governed by an Advisory Panel (AP) that consists of 7 members: the Principal; the Associate Director of the facility where the school is located; the PTA President; the Chairperson who is appointed by the ISGH Shura and 3 at-large-members, who are nominated by the AP Nominating committee and are approved by the Board of Trustees of IEIT. The AP Chairperson and the 3 at-large-members constitute the Executive committee of the AP, which serves a 3-year term. The AP Chairperson serves as a member of Board of Trustees of the IEIT.



## Communication Hierarchy

The diagram below illustrates the communication hierarchy that caters for all stakeholders, and ensures that they have a channel to communicate their concerns



## Organizational Roles

ISGH Shura	<ul style="list-style-type: none"><li>• Appoints IEIT BOT</li><li>• Approves IEIT Bylaws</li></ul>
IEIT BOT	<ul style="list-style-type: none"><li>• Manages the affairs of IEIT</li><li>• Provides Guidelines for operation and governance of IEIT schools<ul style="list-style-type: none"><li>• Oversight on AP Initiatives</li><li>• Can modify or reverse AP decisions</li></ul></li></ul>
HPA AP	<ul style="list-style-type: none"><li>• Govern school within parameters of IEIT guidelines and procedures</li></ul>
Principal	<ul style="list-style-type: none"><li>• Responsible for day to day operation of school</li></ul>

## Advisory Panel Responsibilities

- **Governance**
  - Work in close cooperation with BOT, and ensure compliance with IEIT standards
  - Establish school mission and regularly monitor the school's alignment with the mission
  - Establish, review and update school policies and procedures
  - Ensure health, safety, security, regulatory, and legal compliance
  - Approve hiring of staff according to the IEIT Employment Policy.
- **Financial**
  - Conduct strategic planning to ensure school stability and growth
  - Provide oversight to ensure financial integrity
  - Approve school budget
  - Secure funding to provide financial resources for school facilities and operations
- **Academic**
  - Determine and monitor school programs
  - Approve school curriculum
- **Community Outreach**
  - Advocate and promote the school to the community at large.