

Admissions Committee

Membership: The admissions committee shall consist of one board member, admissions director and a minimum of three at-large members that can provide direction related to the enrollment and admissions of the school.

Purpose: The purpose of the admissions committee is to:

- Review and monitor the ongoing enrollment of the school and efforts to maintain and increase enrollment at desired levels.
- Provide a mechanism to report to the Board of Directors on the status of the enrollment and efforts to sustain desired student levels.
- Insure that the school is reaching out to the local community to ensure community members are aware of the opportunity for a Catholic education provided by Bethlehem Academy.

Structure: The Admissions committee is accountable and reports to the Board of Directors. The committee meets monthly.

Function: The functions of the committee are to:

- Recommend courses of action for sustaining and increasing enrollment.
- Prepare regular reports to the Board of Directors.
- Review, evaluate and recommend to the board needed improvements.
- Review and monitor implementation of the marketing and admissions portions of the strategic plan.