

## Policy 8

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### BOARD COMMITTEES

The main function of a Committee is one of inquiring into, conducting comprehensive discussion of, and preparing recommendations to the Board on matters referred to it by the Board or on issues initiated by a Committee. The Committee's function is advisory to the Board. The adoption of Committee recommendations by the Board is not automatic. Committees can expect the Board to carefully examine and question their recommendations. The Committee must be prepared to convince the Board that its recommendation is well founded and thought out.

A subsidiary but equally important function of the Committee is to carry out responsibilities delegated to it by the Board. The objective of this approach is not speed but rather is logical, information based decisions.

#### General Requirements

1. The Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their powers and duties.
2. The Board Chair shall act as an ex-officio member, without voting privileges, of all committees appointed by the Board.
3. Reports of the Committee shall be submitted to the Board following Committee meetings.
4. A Committee Chair shall be selected by the Committee members.
  - 4.1 Role of the Committee Chair  
The Chair is responsible to:
    - 4.1.1 Take leadership in the activities of the Committee,
    - 4.1.2 Call meetings,
    - 4.1.3 Be the contact person for the Committee,
    - 4.1.4 See that all matters referred to the Committee are followed up on,
    - 4.1.5 Ensure that timelines are met, and
    - 4.1.6 Ensure clear positions and recommendations are presented to the Board.
5. Meetings
  - 5.1 The Superintendent or designate shall prepare an agenda for Committee meetings.
    - 5.1.1 Recommendations shall be recorded in the minutes and referred to the Board for consideration.
    - 5.1.2 Direction, where authority has been delegated by the Board, shall be recorded and acted upon appropriately by the Superintendent.
  - 5.2 Proceedings of the Committee meetings shall be recorded and filed under the care of the Superintendent or designate.

- 5.2.1 Agenda and information files for each Committee are also to be kept by the Superintendent or designate.

### **Standing Committees**

Standing committees are established to assist the Board with governance work of an ongoing or recurring nature. Standing committees are reviewed annually and appointments made at the Organizational Meeting. The appointed member shall serve on the committee for approximately one (1) year unless unable to perform the duties assigned or until replaced by a subsequent appointment.

Terms of Reference for Committees are prepared and reviewed annually at the first meeting of the Committee for ratification. The Terms of Reference shall include: purpose, powers and duties, membership and meetings of the Committee.

1. Audit Committee
2. Council of School Councils Committee
3. Discipline Committee
4. Grievance Committee
5. Student Engagement Team Committee
6. Support Staff and Bus Driver Liaison Committee
7. Support Staff and Bus Driver Negotiating Committee
8. Teacher-Board Advisory Committee
9. Teacher Salary Negotiating Committee

### **Ad Hoc Committees**

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee may be established by Board motion at the time of the formation.

### **Resource Personnel**

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Legal Reference: Section 52, 53, 63, 64, 200, 222 Education Act  
Collective Agreements

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