



## **SD 42 POLICY: 2320**

### **BOARD COMMITTEES AND TRUSTEE REPRESENTATION**

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#### **PHILOSOPHY**

The Board of Education believes that the function of Board Committees is to help the Board fulfil its role. A Board Committee is a mechanism that permits deeper examination to be given to issues than could reasonably be given by the full Board. The role of Committees is to support, not replace, Board responsibility.

Each Board Committee shall operate according to a Board approved mandate outlining its membership, duties and responsibilities.

The Board of Education supports trustee participation on other committees and organizations that support the Board in fulfilling its governance role and supports the achievement of the goals set out in the Board's strategic plan.

#### **BOARD COMMITTEES**

The established Board Committees are the:

- i) Finance and Audit Committee;
- ii) Budget Committee;
- iii) Facilities Planning Committee; and
- iv) Board Policy Development Committee.

This structure is subject to change from time-to-time, as the Board considers which of its responsibilities will best be fulfilled through more detailed review by a Committee.

When necessary ad hoc Board committees may be established for specific purposes, and a specific length of time. When the Board establishes an ad hoc committee, it shall determine its membership, terms of reference and reporting out date.

#### **TRUSTEE REPRESENTATION ON OTHER COMMITTEES AND ORGANIZATIONS**

The Board shall appoint trustee representatives to other committees and organizations if the work of the committee or organization supports the Board in fulfilling its governance role and supports the achievement of the goals set out in the Board's strategic plan.

The Board Chairperson in consultation with the Vice-Chairperson, the Superintendent of Schools and the Secretary Treasurer shall determine if a Trustee representative or a staff representative is required for each non-board committee and organization that asks for school district representation.

#### **COMMITTEE APPOINTMENTS**

The Board Chairperson shall appoint Trustees to all Board Committees, and other Committees and Organizations where trustee representation is required.

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

## **COMMITTEE MINUTES AND REPORTS**

All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board to be included in the appropriate Agenda package.

## **ROLE OF TRUSTEES & CONDUCT OF BUSINESS**

### **Board Committees**

Although by nature, committees provide a forum for deliberation that is less formal than Board meetings permitting more latitude in discussion, it is expected that meetings will be conducted in accordance with *Robert's Rules of Order*.

Only Trustees may vote. Minutes will be kept of the committee deliberations and administrative resource persons will participate as required.

The Superintendent/Secretary Treasurer may assign a chief resource person to the committee. Any research and correspondence necessary for the work of the Board committee will be conducted by the resource person on direction of the committee.

### **Staff Committees**

Staff committees are always chaired by a staff member appointed by the Superintendent of Schools or by the Secretary Treasurer.

Committee meetings may be formal or informal. Variations might include:

- Voting (majority decision);
- Consensus (all agree);
- Chair (staff member) makes all decisions subject to whatever higher authority governs.

Trustees will act purely as observers and advisors, always reserving the right (and obligation) to speak and vote freely when matters arising from the committee are taken to the Board. A Trustee's commitment is, first and foremost, to the Board.

Decisions of the committee must always be made within the authority given (specific) or delegated (general) by the Board. All actions require prior Board approval if outside the committee's mandate.

The committee Chairperson (staff):

- Clarifies Terms of Reference for the committee;
- Ensures notification of meetings are sent and appropriate notes are kept;
- Provides all representatives with sufficient information to enable them to function as expected in their capacity as members of the committee;
- When there is voting or consensus, minutes must be kept and circulated to all members;
- Makes reports to the Board through the established senior management structure

### **Other Committees and Organizations**

Trustees appointed to other committees and organizations may or may not participate as voting members, depending upon the nature and purpose of their involvement.

Trustees should be cautious not to put themselves into a conflict of interest situation. Their more common role will be as resource or liaison persons.

Regardless of the nature of Trustees' participation, they do not have the authority to act on behalf of, or commit the Board.

**APPROVED: June 19, 2019**