



Section One: Board of Education

“Together We Learn”

141 – SCHOOL DISTRICT COMMITTEES

Introduction

The Board of Education believes that a Committee structure is important to furthering Board activities.

Consequently, the Board maintains various District Committees in order to develop recommendations to the Board.

1. Committee Members and Representatives

- 1.1** The composition, scope and function of each District Committee shall be approved by the Superintendent of Schools/CEO and be included in the Terms of Reference of each Committee.
- 1.2** District Committees that have representation from outside agencies also require a Trustee representative.
- 1.3** All District Committees will be chaired by District staff as appointed by the Superintendent of Schools/CEO.
- 1.4** Each District Committee’s Terms of Reference shall be kept on file and posted on the School District’s website.

2. Operation

- 2.1** Decisions within a school district are made by the Board on the basis set out in the *School Act*.
- 2.2** Information on Committee activity will be provided through timely Committee reports, prepared by the Committee Chairperson after each meeting. Minutes are to be provided in draft form to all Committee Members, and also circulated with the following meeting’s agenda.
- 2.3** The District Committee Chairperson or delegate will act as the Committee’s spokesperson.
- 2.4** The Trustee members of District Committees shall be appointed by the Board on or before the first regular Board Meeting in January of each year.



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- 2.5** Representatives of partner groups or outside agencies will be appointed by their respective organizations.

3. District Committees

- 3.1** A District Committee is formed either by Board Policy or as deemed necessary by the Superintendent of Schools/CEO to provide input on areas that are deemed important to the operation of the Board. These Committees will have an ongoing mandate, and may include one or more representatives of the Board, and have representatives from partner groups and/or outside agencies that are deemed to have a significant interest in the Committee’s mandate. Recommendations from the District Committee will be referred to the appropriate Standing Committee of the Board or directly to the Board.
- 3.2** An ongoing function of the District Committee can be delegated to a Sub-Committee. A Sub-Committee may be formed for an ongoing function, such as an annual event. The Sub-Committee must have clearly defined Scope and Function and must report back to the District Committee.
- 3.3** The Superintendent of Schools/CEO shall be responsible for establishing the Terms of Reference and Mandate of the District Committee.
- 3.4** District Committees shall be reviewed annually in accordance with this Policy and/or other Policies.
- 3.5** An **Ad Hoc Committee** may be established to examine and make recommendations on a specific subject or task. Such Committees will have a specific mandate, be time bound, report to the District Committee, and be dissolved when their task is complete.

4. Meetings

- 4.1** All meetings shall be governed by Board Policy and, in the absence of Policy, by Robert’s Rules of Order.
- 4.2** A Committee Chairperson may call an additional meeting to deal with an emergent issue. The Committee Chairperson may also cancel a meeting if there are no agenda items.



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4. Committee Members and Representatives

- 4.1 The composition, scope and function of each District Committee shall be approved by the Superintendent of Schools/CEO and be included in the Terms of Reference of each Committee.
- 4.2 District Committees that have representation from outside agencies also require a Trustee representative.
- 4.3 All District Committees will be chaired by District staff as appointed by the Superintendent of Schools/CEO.
- 4.4 Each District Committee's Terms of Reference shall be kept on file and posted on the School District's website.

5. The Role and Responsibilities of the Representatives at Committee Meetings

- 5.1 Representatives on Board Committees who are appointed by their respective organizations are expected to reflect the interests, concerns and perspectives of the organization on whose behalf they are speaking. Where they are unable to do so for any reason (e.g. their Association has not discussed the issue) but wish to offer a personal or professional observation, they should make any such observation with the added comment that they are doing so not on behalf of the organization but in their personal capacity. Representatives should advise their organizations about such issues. It is also expected that the representatives will provide the means through which these interested organizations be kept informed about the affairs and decisions of the Board. A representative may send an alternate.