

## **POLICY 8: COMMITTEES OF THE BOARD**

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### **COMMITTEES OF THE BOARD**

The Board may establish internal committees in order to facilitate its work. Committees can perform the following functions:

- be empowered to act on behalf of the Board;
- conduct research and report back to the Board with recommendations; and/or
- perform a liaison function.

The Board will determine the terms of reference for each committee, including purpose, powers and duties, membership, budget, and meeting requirements.

Committees may be standing or ad hoc in nature.

#### **1. Standing Committees**

Standing Committees are established to assist the Board with work of an on-going or recurring nature.

a. Policy Review and Development Committee is established as a standing committee of the Board, with responsibility for work as detailed below:

##### **i. Purpose**

- ◆ Ensure that policies are current, relevant, and are having the desired impact

##### **ii. Powers and Duties**

- ◆ Assess the impact that policies have had in terms of the outcomes anticipated at the time of adoption
- ◆ Assess the congruency of the policy with the current philosophy of the Board
- ◆ Recommend revisions of policies as appropriate in order to facilitate the effective and efficient operation of the Division

##### **iii. Membership**

- ◆ One Trustee and one alternate
- ◆ Superintendent
- ◆ One school Administrator

##### **iv. Meetings**

- ◆ To be called by the Committee Chair as necessary, but at minimum, on an annual basis
- b. Finance Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
- i. Purpose
    - ◆ Provide Board direction in financial management
  - ii. Powers and Duties
    - ◆ Provide direction on budget development
    - ◆ Provide direction on budget application when significant adjustments are required
  - iii. Membership
    - ◆ All Trustees
    - ◆ Superintendent
    - ◆ Secretary-Treasurer
  - iv. Meetings
    - ◆ To be called by the Committee Chair as arranged between the Board and Superintendent to facilitate budget formation and implementation
- c. ATA Negotiations Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
- i. Purpose
    - ◆ Negotiate a collective agreement with the ATA's representatives
  - ii. Powers and Duties
    - ◆ Establish Board proposals
    - ◆ Negotiate with Teachers' representatives
    - ◆ Recommend action to the Board on negotiations issues
  - iii. Membership
    - ◆ One Trustee and one alternate
    - ◆ Superintendent
  - iv. Meetings

- ◆ To be called by the Committee Chair as required to negotiate agreements
- d. CUPE Negotiations Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
- i. Purpose
    - ◆ Negotiate a collective agreement with CUPE locals 37 and 40
  - ii. Powers and Duties
    - ◆ Establish Board proposals
    - ◆ Negotiate with CUPE representatives
    - ◆ Recommend action to the Board on negotiations issues
  - iii. Membership
    - ◆ One Trustee and one alternate
    - ◆ Superintendent
    - ◆ Secretary-Treasurer
  - iv. Meetings
    - ◆ To be called by the Committee Chair as required to negotiate agreements.
- e. Audit Committee (Education Act Section 142)
- i. Purpose
    - ◆ To assist the Board and the Superintendent in fulfilling their oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including Public Sector Accounting Standards (PSAS) compliance), and monitoring the Division's compliance with laws and regulations pertaining to financial operations.
    - ◆ The function of the Audit Committee is also to help the auditors to remain independent of management.
  - ii. Powers and Duties
    - ◆ Recommend external auditors to the Board.
    - ◆ Review with management and the auditors all matters required to be communicated to the entire board.
    - ◆ Review the annual financial statements and report to the board.
  - iii. Membership

- ◆ The audit committee shall comprise at least five (5) individuals and shall include at least one of each of the following individuals:
  - ◆ a member of the business community who is not a Trustee
  - ◆ a member of the adult learning community who is not a Trustee
  - ◆ a Trustee

iv. Meetings

- ◆ The committee will meet at least once a year, with the authority to convene additional meetings, as circumstances require.
- ◆ All committee members are expected to attend each meeting, in person or via tele- or video-conference
- ◆ The Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary.
- ◆ It may hold private meetings with auditors.
- ◆ Records of the meeting will be prepared. Committee reports shall be provided at a meeting of the Board. The secretarial function will be determined by the Superintendent or designate.

2. 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 will be established at the time of formation.

**Resource Personnel**

When requested to do so, 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 33, 34, 37, 51, 52, 53, 64, 67, 142, 222 Education Act  
Collective Agreements

**History:**

Prepared: September 2003  
Amended: March 2020