

Policy Number and Name: 307 Board Committees

Policy Section: 300 Board Governance

Effective Date: November 23, 2023

Revised Date: February 24, 2025

Purpose:

The Board may establish committees to assist with its governance work. Committees may be standing or ad hoc in nature.

Policy:

At its annual Organizational Meeting, the Board shall establish such standing committees, and terms of reference for each, as it deems necessary. At any duly constituted meeting, the Board may establish standing or ad hoc committees and terms of reference for each. Each committee will report to the Board after each meeting and will self-evaluate annually.

1) General Requirements

- a) Committee Chairs will be determined by the Committee, except for the Governance Committee, which will be determined by the Board at the Organizational Meeting.
- b) No Trustee shall be Chair of more than one standing committee.
- c) Trustee representation for the standing committees will be determined at the Organizational Meeting.
- d) The Board Chair acts as an ex-officio (non-voting) member of all committees appointed by the Board.
- e) The Committee Chair will provide a verbal report at the Public Board meeting and the minutes will be included in the closed session of the meeting.
- f) The Director or a delegated staff member shall be present at all committee meetings. The Director may assign staff to support the work of the committee. Committees shall not exercise authority over the Director or staff. Since the Director is accountable to the whole Board, any direction to the Director must come from the Board.
- g) Board committees may speak or act for the Board only when formally given such authority for specific and time-limited purposes. Committee expectations and authority are stated in this policy to ensure there is no conflict with the authority delegated to the Director.
- h) Members of any standing may only meet to conduct the work of the committee at a formal meeting of the committee and at which the Director or a staff representative are present.

2) Standing Committees

- a) Standing committees are established to assist the Board with work of an ongoing or recurring nature.
- b) Committee work will be presented to the Board by minutes/written report for decision, discussion, or information.

3) Ad Hoc Committees

- a) 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.
 - b) Each ad hoc committee, at the conclusion of its work, shall present a report to the Board. Unless otherwise directed by the Board, ad hoc committees are dissolved as soon as they have reported to the Board.
 - c) The Director or designate may attend meetings of ad hoc committees at the Director's discretion.
- 4) Board Committees and Terms of Reference for each Board committee are outlined in the Appendix E – Board Committees, Terms of Reference, and Work Plan.

References:

The Education Act, 1995, Sections 85, 87

The School Division Administration Regulations, 2017, Parts 4, 8