

Appendix Name: E. Board Committees, Terms of Reference, and Work Plan

Policy Section: Appendices

Effective Date: November 23, 2023

Revised Date: February 24, 2025

1) Board Committees

a) Standing Committees	Meetings per year	Trustee Representation	Staff Representation
Audit and Finance Committee	5	3	Director of Education CFO Superintendent of Business Services
Governance Committee	As required	3 including Chair or Vice Chair	Director of Education
Learning Committee	As required	3	Director of Education

b) Ad Hoc Committees	Meetings per year	Trustee Representation	Staff Representation
Staff Recognition Committee	As required	3	n/a

2) Administrative Committees with Board Representation

a) Standing Committees	Meetings per year	Trustee Representation	Staff Representation
Bargaining Committee	Determined by HR Superintendent	3	HR Superintendent
Human Resource Committee	Determined by HR Superintendent	3	HR Superintendent
Transportation Review Committee	Determined by Learning Superintendent or Transportation Manager	2 (Trustee for subdivision in question may be invited to attend a meeting)	Learning Superintendent responsible for Transportation Transportation Manager

b) Ad Hoc Committees	Meetings per year	Trustee Representation	Staff Representation
Discipline Committee	As required	3	Director of Education
Superintendent and Coordinator Hiring Committee (see 3(d) in Board Policy 324 – Board Involvement in Personnel Matters)	Determined by HR Superintendent	Chair or Vice Chair and Trustee	Director of Education Deputy Director of Education HR Superintendent
New School Building Projects	Determined by staff	1 - 2	CFO