

Policy 9

BOARD COMMITTEES

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

At its annual Organizational Meeting, the Board shall establish such standing committees, and name trustees to serve on each committee, as it deems necessary. Subsequently at any duly constituted meeting, the Board may establish standing or ad hoc committees, and terms of reference for each.

General Requirements

Committees are not empowered to make decisions on behalf of the Board unless specifically authorized to do by Board motion or Board policy.

Standing Committees

Standing committees are established to assist the Board with work of an on-going or recurring nature. The Director may assign staff to support the work of the committee. Committees shall not exercise authority over staff.

Committee work will be presented to the Board by written report as information or for discussion and may include recommendations for Board decision.

1. Audit Committee

1.1 Membership

- The entire Board.

1.2 Terms of reference

- The overall purpose of the committee is to assist the Board in fulfilling its governance and oversight responsibilities relative to Division Finances.
- To review accountability reports and to make recommendations to the Board.
- To make recommendations regarding the Board's engagement of the auditor, and the Board's approval of the terms of engagement for the auditor.
- Meet with the auditor without senior administration being present.
- Review the annual external audit report and management letter and make recommendations to the Board relative to whether the auditor's report and management letter meet the auditor's terms of engagement and ensure that these terms of engagement include the collection of data relative to fiscal accountability requirements of the CEO as detailed in the Director of Education evaluation criteria In the appendix to Policy 13.
- To make recommendations to the Board relative to the disposition of the auditor's recommendations.

- Monitor the remediation of deficiencies identified in the previous year's audit report and management letter.
- 1.3 Meetings
- Meetings shall be as determined by the Board.
 - The audit committee shall meet with the auditor prior to the start of the annual audit and upon completion of the audit. A portion of these meetings shall be without staff present.
2. Out of Scope Compensation Committee
- 2.1 Membership
- The Board Chair and Vice-Chair
- 2.2 Terms of Reference
- To meet with the Director, review relevant data and annually make recommendations to the Board related to compensation for all out of scope staff. This includes all compensation issues including but not restricted to salary grids, salary adjustments, job evaluations, and benefits.
- 2.3 Meetings
- Once annually and at the call of the chair.
3. Student Discipline Committee
- 3.1 Membership
- Four trustees selected annually at the Organizational meeting.
- 3.2 Terms of Reference
- 3.2.1 The Committee shall consist of four trustees, the Director, appropriate Superintendent and relevant Principal.
- 3.2.2 The Committee shall select one of the four trustees as its chair.
- 3.2.3 The student(s) and the parents/guardians shall be invited to attend appropriate portions of the committee's meeting.
- 3.2.4 The Student Discipline Committee will confirm, modify or remove the suspension. The suspension may be increased to not more than one year or total expulsion could be recommended.
- 3.2.5 The Student Discipline Committee will make its decision, notify the student and the parents/guardians of its decision and will report its decisions to the Board at the next regular board meeting.
- 3.2.6 Any suspensions of more than three days shall be referred to the committee for deliberation.
- 3.3 Meetings
- At the call of the Chair but in a timely manner to comply with all statutory provisions.
4. Board Development Committee
- 4.1 Membership
- Three trustees, one being the Vice-Chair, selected annually at the Organizational meeting.
- 4.2 Terms of Reference
- 4.2.1 The Committee shall consist of three trustees, the Director or an administrative support designate.
- 4.2.1 The Committee shall elect one of the three trustees as its chair.

- 4.2.2 The Committee shall annually facilitate the completion and review of the [Board Competency Matrix](#).
- 4.2.3 The Committee shall draft the Board Development Plan for consideration of the Board.
- 4.2.4 The Committee shall provide a quarterly report on professional development progress and expenditure.

Committees of the Whole (Formerly referred to as Management Committee meetings)

Committee of the Whole meetings are held to allow the Board opportunity to explore matters in much greater depth than can be accomplished in scheduled regular meetings of the Board.

1. Membership
 - All trustees
2. Terms of reference
 - To provide a forum for trustees to engage in planning, information and fact finding sessions.
3. Meetings
 - At the call of the Board Chair in consultation with the Director, subject to change, but normally as determined by the Board at its June meeting.

Ad Hoc Committees

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The membership, terms of reference and timelines for each ad hoc committee will be established at the time of formation and approved by motion of the Board. The approved template will be used to develop timelines and terms of reference [Terms of Reference template](#).

Each ad hoc committee, at the conclusion of its work, shall present a written report to the Board. Unless otherwise directed by the Board, ad hoc committees are dissolved (by Board motion) as soon as they have reported to the Board.

Resource Personnel for Committees

The Director may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Reference: Sections 85, *The Education Act, 1995*

Approved: May 5, 2014

Revised: November 26, 2018; February 11, 2019