

## Policy 9

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### 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 so 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 Director of Education.
    - 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 at least 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, 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 Director but in a timely manner to comply with all statutory provisions.
  5. Saskatchewan Rivers Students for Change (SRSC) Committee
    - 5.1 Membership
      - Four trustees selected annually at the Organizational meeting as well as the Director or an administrative support designate.
    - 5.2 Terms of Reference
      - The committee shall support and work towards the objectives outlined by the SRSC and keep the whole Board informed of the objectives set out annually.
  6. Policy Committee
    - 6.1 Membership
      - The entire Board.
    - 6.2 Terms of Reference
      - The committee is responsible for leading the Board's work to ensure it policies are effective, current and appropriate.

- The Board shall review and amend as needed at a minimum of once per four year Board term.

## 7. Elders Council

### 7.1 Membership

- All Board members, the Director and members of Administrative Council as determined.

### 7.2 Terms of Reference

- The committee shall annually review, amend and work towards the objectives outlined in the board-approved terms of reference for the committee.
- Meet as scheduled with the SRPSD Elders Council.

## 8. Facilities Committee

### 8.1 Membership

- Four trustees selected annually at the Organizational meeting.

### 8.2 Terms of Reference

8.2.1 The Committee shall select one of the four trustees as its chair.

8.2.2 To review the Facility Master Plan and provide recommendations to the Board regarding future school usage, capital needs and capital planning requests.

### 8.3 Meetings

At least annually or at the call of the Committee chair.

## **Board Professional Development**

Professional development 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 professional development.

### 3 Meetings

- At the call of the Board Chair in consultation with the Director throughout the school year and connected to the Strategic Plan.

The Vice-Chair, in consultant with the Board Chair and the Director, will lead and implement the approved 4-year Board Development Plan.

## **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 Committee 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

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