

## **203.4 Board Committees**

### **Policy**

The Board has the authority, under the Education Act, to establish committees and to participate in joint committees established through agreement with other persons or organizations. The committees serve two major functions:

- Advisory: to provide information and/or advice
- Operational: to carry out specific duties and/or responsibilities. The function of each committee and the extent of its authority will be clearly defined through written Terms of Reference that are approved annually by the Board.

The Board expects that all committees shall carry out their responsibilities in a manner which is consistent with the goals, objectives, and principles of the Division.

### **Regulations**

1. Committees of the Board shall be of three types:
  - 1.1. A standing committee is an ongoing committee of the Board and shall continue in force until terminated by Board motion.
  - 1.2. A special (ad hoc) committee is a short-term committee of the Board which is limited in purpose and shall have a clearly defined life span.
  - 1.3. A sub-committee is a work unit that reports to a standing committee.
2. All Board committees shall be chaired by a Trustee.
3. Committees of the Board shall be established by Board motion.
  - 3.1. The motion shall specify the terms of reference to include:
    - 3.1.1. the name and type of the committee,
    - 3.1.2. the mandate of the committee,
    - 3.1.3. the membership of the committee,
    - 3.1.4. the term of the committee (if ad hoc),
    - 3.1.5. the required resource (financial and/or staffed), honorarium and subsistence (if any) to be paid to members of the committee,
    - 3.1.6. the annual objectives of the committee, and
    - 3.1.7. the reporting, review and evaluation dates and processes for the committee.

## **203.4 Board Committees, cont'd**

4. Board committee budgets shall be included in the Governance and Administration section of the Division budget.
5. Joint Committees shall be established through written agreement pursuant to Policy 203.6 Joint Committees.
6. Appointments to committees shall be by Board motion.
  - 6.1. Appointments shall normally be made at the Organizational Meeting.
  - 6.2. Trustees shall be asked to volunteer for committees upon which they wish to serve.
  - 6.3. Responsibility for polling Trustees as to committee preferences shall rest with the Vice Chair.
  - 6.4. In the absence of a Vice Chair, the Secretary-Treasurer/Associate Superintendent Business and Operations shall be responsible for polling Trustees.
  - 6.5. Persons appointed to committees by the Board shall serve at the pleasure of the Board.
7. Each committee of the Board shall be responsible for determining its meeting procedures.
8. The Chair of the Board shall be a non-voting ex-officio member of all committees of the Board.
9. Committee meetings shall not be public meetings.
  - 9.1. A committee may agree to meet in public session or hold a public meeting.
  - 9.2. Trustees, except where excluded by motion of the Board, may attend all meetings of committees of the Board.
10. A report shall be prepared for all committee meetings.
  - 10.1. A copy of the report for each committee meeting shall be filed with the Secretary-Treasurer/Associate Superintendent Business and Operations.

The Board delegates to the Chair of the Board the authority to develop the procedures necessary to implement this policy

### **References**

Alberta Education Act:	Sections 67, 68, 69, 70, 71, 72, 73, 74, 75
Division Policies:	203.4.1 Standing Committees, 203.5 Special (Ad Hoc) Committees, 203.6 Joint Committees, 203.6.3 Board Representatives