

COMMITTEES OF THE BOARD

The Board believes its ability to discharge its obligations is enhanced when leadership and guidance are forthcoming from within its membership. As such, a system of standing committees recognizes that each trustee does not have the time or opportunity to become knowledgeable about all aspects of Board responsibilities. Therefore, it is desirable to change this through the use of committee expertise. In addition, while the involvement and guidance of the Director is important it is equally important for trustees to have a degree of familiarity on the various facets of the Division's operations. While the standing committees perform essential work for the Board, only the Board, in an open meeting, may approve policy or take action. Committee membership shall not equal or exceed quorum of the Board.

At its annual organizational meeting, the Board shall establish such standing committees as it deems necessary. At any duly constituted meeting, the Board may establish standing or ad hoc committees, and the terms of reference as appropriate.

It is the responsibility of each Committee Chair to ensure that minutes are recorded and a brief written report on the work of the committee shall be presented at the subsequent Board meeting.

1. Standing Committees

Standing committees are established to assist the Board with work of an on-going or recurring nature.

1.1 Education Program Committee

1.1.1 Terms of Reference

- Meet once a year in November to review applications and make recommendations regarding recipients of Board scholarships.
- Study and make recommendations to the Board relative to the creation of new programs.
- Review and make recommendation regarding all staffing formulas as required for all teaching and non-teaching instructional positions, except for the senior staff and contracted positions.

1.1.2 Membership

- Three (3) trustees.
- Director and/or designate(s).

1.2 Facilities/Maintenance Committee

1.2.1 Terms of Reference

- Make recommendations to Board regarding facility issues.

- Review and make recommendations regarding the capital plan (November).
- Work with community and other groups to make recommendations to the Board to develop joint use agreements as required.
- Attend annual Council of Education Facility Planner Conference if possible.
- Make recommendations to Board, re: NORAHC issues.
- Review/recommend proposed NORAHC Agreements.
- Review all staffing formulas as required for all school-based, area-based and Division/sub office Facilities and Maintenance personnel except the senior staff and contracted positions as required.

1.2.2 Membership

- Three (3) trustees.
- Director and/or designate(s).

1.3 Finance Committee

1.3.1 Terms of Reference

- Review Division financial reports and make recommendations regarding content and format.
- Identify unusual payments in the statement of accounts.
- Monitor expenditure patterns to determine if budget expenditures are consistent with budget allocations.
- Review and recommend the budget assumptions and proposed new budget priorities.
- Serve as the audit committee of the Board including meeting with the Auditor prior to the audit, recommending to the Board the terms of engagement for the Auditor and the appointment of the Auditor, meeting with the Auditor after the audit and monitoring the remediation of any deficiencies identified in the audit report and management letter.
- Review the role of the Board related to Financial Management issues and makes recommendations to the Board regarding trustee development and governance tools which the Board may adopt.
- Review all staffing formulas as required for all school-based and Division/sub office Business Administration personnel, except the senior staff and contracted positions.

1.3.2 Membership

- Three (3) trustees.
- Director and/or designate(s).

1.4 LINC/Liaison Committee

1.4.1 Terms of Reference

- Conduct LINC negotiations in accordance with the mandate provided by the Board.
- The Committee Chair will represent the Board along with the Director and Board Chair in liaison sessions with the Northern Area Teachers Association (NATA).
- Recommend approval of the memorandum of agreement.

1.4.2 Membership

- Three (3) trustees – one (1) from each of the Education and Facilities/Maintenance Committee and the Finance Committee Chair.
- Director and/or designate(s).

1.5 Policy Committee

1.5.1 Terms of Reference

- Assure the policy handbook and the administrative procedures manual are mutually compatible. Report to the Board on compatibility.
- Conduct a continuing review of the policy manual and recommend the need for amendments and/or deletions.
- Receive and review all suggestions for policy revision and development and ensure that appropriate parties have input in the policy process before recommending to the Board.

1.5.2 Membership

- Board Chair.
- Vice-Chairs.
- Director and/or designate(s).

2. Ad Hoc Committees

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.

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 as soon as they have reported to the Board.

The Director or designate shall attend meetings of ad hoc committees.

3. Resource Personnel

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, 106 Education Act