



BOARD COMMITTEES

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The Board's duties can best be carried out if trustees are given an opportunity to meet in committees supplemental to Board meetings. It therefore supports the formation of Board Caucus meetings, which allow trustees to participate equally in detailed examination of governance issues. It also supports the formation of standing or ad hoc committees with restricted membership that address clearly delineated topics.

The function of a committee is to advise the Board. This is accomplished by conducting comprehensive discussions and/or preparing recommendations regarding matters referred by the Board or on issues initiated by a committee.

General Requirements of Committees

1. All committees shall function under Board approved policy.
2. The Board will establish such standing committees as necessary at the annual organizational meeting.
 - 2.1 Such standing committees will remain in place until the subsequent organizational meeting unless dissolved by Board motion.
3. Each committee will prepare an annual plan that will be:
 - 3.1 Submitted in writing;
 - 3.2 Kept within the Division's Committee Repository;
 - 3.3 Presented at the next scheduled Caucus meeting following the organizational meeting.
4. The Board Chair shall be an ex-officio member of every committee of the Board.
5. Committees have no legal powers, although in special circumstances they may be empowered by the Board to make certain decisions on its behalf.
6. Committees shall provide such recommendations to the Board as they deem advisable.
7. Committees shall meet as outlined in the Committee's annual plan.
8. Trustees will serve on a committee for a two (2) year rotation.
 - 8.1 Each standing committee shall select its own Chair at the annual organizational meeting of the Board.



- 8.2 ASBA and ACSTA representatives shall not chair a committee when possible.
- 8.3 A trustee shall not be Chair of more than one (1) committee at the same time when possible.
9. All trustees may attend any Committee meeting and, with the consent of the Committee, take part in discussion, but will not be entitled to a committee vote.
10. Agenda and minutes of each Committee meeting shall be written and kept within the Division's Committee Repository.

Standing Committees

1. Board Caucus

1.1 Purpose

1.1.1 The primary focus of Board Caucus meetings is to complement Public Board meetings, by providing an opportunity for enhanced discussion on a variety of topics prior to the decision point, which are always addressed at a public board meeting through a motion.

1.2 Powers and Duties

1.2.1 Any "business arising" that requires a motion, shall be placed on a future Public Board meeting agenda..

1.2.2 Board Caucus meetings will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

1.3 Membership

1.3.1 All trustees.

1.3.2 Superintendent and/or designate(s).

1.4 Meetings

1.4.1 To be called by the Board Chair.

1.4.2 The order of business at a Board Caucus meeting shall generally be as follows:

1.4.2.1 Call to Order;

1.4.2.2 Opening Prayer;

1.4.2.3 Land Acknowledgement;



- 1.4.2.4 Staff/Guest Presentations
- 1.4.2.5 Catholic Stewardship
- 1.4.2.6 Monthly Priorities
 - 1.4.2.6.1 Zone 2/3 ASBA update
 - 1.4.2.6.2 ACSTA Update
 - 1.4.2.6.3 Incoming/Outgoing Correspondence received
 - 1.4.2.6.4 Additional Items
- 1.4.2.7 DRAFT Agenda for Upcoming Public Board Meeting
- 1.4.2.8 Open Discussion and Round Table
- 1.4.2.9 Closing Prayer

2. Finance / Audit Committee (FAC)

2.1 Purpose

- 2.1.1 Provide direction in budget formation and implementation.
- 2.1.2 Review terms of Audit engagement.
- 2.1.3 Review Audited Financial Statements and Audit Management Letter.
- 2.1.4 Recommend external auditors to the Board.
- 2.1.5 Attend to other matters as the Board may determine.

2.2 Powers and Duties

- 2.2.1 Assess the available resources to best meet the educational needs of students throughout the Division.
- 2.2.2 Provide direction on budget development.
- 2.2.3 Makes annual presentation of the budget to the Board.
- 2.2.4 Examine audited financial statement and budget documents presented.
- 2.2.5 Respond to Board requests regarding financial matters.



2.2.6 Ensure the budgeting process and timeline is clearly defined in the Board’s annual work plan.

2.2.7 Recommend trustee compensation rate.

2.2.8 Annually review the status of surplus cash or other assets, held in investments to determine that the investments continue to be appropriate to the circumstances of the Board and comply with legislative requirements.

2.3 Membership

In accordance with the Education Act, Section 142:

2.3.1 All trustees;

2.3.2 Superintendent and/or designate;

2.3.3 Secretary Treasurer.

2.4 Meetings

2.4.1 Called by the Committee Chair.

2.4.2 The committee shall have a planning meeting to prepare their annual plan.

2.4.3 As established in the Committee’s Annual Plan.

3. Catholic Stewardship Committee

3.1 Purpose

3.1.1 Engage Catholic organizations within our stakeholder communities.

3.1.2 Support the mission of external Catholic initiatives as determined by the committee.

3.1.3 Inspire, invigorate and embolden the spirit of Catholic education to unite, engage, educate, and communicate with one voice.

3.1.4 Facilitate faith formation opportunities for the board.

3.2 Powers and Duties

3.2.1 Unite stakeholders in a common vision and message.

3.2.2 Engage stakeholders around the history, value, and promotion of Catholic education.

3.2.3 Educate stakeholders so that they might speak on behalf of Catholic schools.



3.2.4 Communicate the message and value of Catholic education.

3.2.5 May attend meetings, workshops, and conferences, and will provide a written report to the Board with updates, direction, and advocacy.

3.3 Membership

3.3.1 Three (3) trustees;

3.3.2 Superintendent and/or designate(s).

3.4 Meetings

3.4.1 To be called by the Committee Chair.

3.4.2 The committee shall have a planning meeting to prepare their annual plan.

3.4.3 As established in the Committee's Annual Plan.

4. Advocacy, Community Engagement and Public Relations Committee

4.1 Purpose

4.1.1 To engage the public and stakeholders to promote the Division's Foundational Statements.

4.1.2 To develop and communicate official messaging from the Board.

4.2 Powers and Duties

4.2.1 Organize stakeholder meetings, as directed by the Board, with but not limited to school councils, parishes, municipalities, Public School Board counterparts and MLAs.

4.2.2 Provide Board meeting highlights for Trustees and stakeholders.

4.2.3 Attend Teacher-Board Advisory Committee (TBAC) meetings (see Policy 8 Appendix A – TBAC).

4.2.4 Staff Recognition as per Policy 8 Appendix B – Staff Recognition.

4.2.5 Arrange school tours at each school as established in the Committee's Annual Plan.

4.3 Membership

4.3.1 Three (3) trustees;



4.3.2 Superintendent and/or designate(s).

4.4 Meetings

4.4.1 To be called by the Committee Chair.

4.4.2 The committee shall have a planning meeting to prepare their annual plan.

4.4.3 As established in the Committee's Annual Plan.

5. Labour Relations Committee

5.1 Purpose

5.1.1 To discuss, consult and negotiate, within parameters established by the Board, the provisions of the Collective Agreement between the Board and the ATA Local.

5.1.2 Meet and consult with other employee groups.

5.1.3 Meet with Senior Administration to discuss and review other employee groups' terms and conditions of employment.

5.2 Powers and Duties

5.2.1 Sign a Memorandum of Agreement.

5.2.2 Be knowledgeable of the existing Collective Agreement, and Terms and Conditions of Employment.

5.3 Membership

5.3.1 Three (3) trustees;

5.3.2 Superintendent and/or designate(s);

5.3.3 Secretary Treasurer;

5.3.4 When ATA negotiations are still in progress at the conclusion of the two-year rotation:

5.3.4.1 The current serving members will remain in place until the ratification of the negotiated collective agreement;

5.3.4.2 Incoming committee members will be established to take over at the conclusion of negotiations.



5.4 Meetings

5.4.1 Called by the Committee Chair.

5.4.2 The committee shall have a planning meeting to prepare their annual plan.

5.4.3 As established in the Committee's Annual Plan.

6. Facilities, Properties And Transportation Committee

6.1 Purpose

6.1.1 Be familiar with the status of Division facilities and physical assets.

6.1.2 Receive recommendations from the Director of Facilities and Technology and communicate to the Board Caucus.

6.1.3 Present the Three-Year Capital Plan to the Board.

6.1.4 Collaborate and communicate amongst the Trustee representatives of the communities' Joint Use and Planning Agreements (JUPA).

6.1.5 Sharing in each of the communities' challenges and successes with Joint Use.

6.1.6 Coordinate the Board's positions and interests.

6.1.7 To engage with transportation counterparts and/or contracted service providers.

6.1.8 Assist all Trustees with becoming knowledgeable of the current operations of transportation.

6.2 Powers and Duties

6.2.1 Meet with Director of Facilities and Technology annually and/or as needed throughout the year.

6.2.2 Meet with the Division transportation administrator annually and as needed throughout the year.

6.3 Membership

6.3.1 Three (3) trustees;

6.3.2 The Trustees serving as external representatives of Joint Use of Facilities found in policy 9, so that there is representation with each Community we serve;



6.3.3 Superintendent and/or designate(s).

6.4 Meetings

6.4.1 Called by the Committee Chair.

6.4.2 The committee shall have a planning meeting to prepare their annual plan.

6.4.3 As established in the Committee's Annual Plan.

7. Policy Review Committee

7.1 Purpose

7.1.1 Review Board Policies and recommend proposed revisions for Board consideration.

7.1.2 Initiate and present new Policy as per Board Policy 10.

7.2 Powers and Duties

7.2.1 Review each Board Policy at least once annually as per Board Policy 10.

7.2.2 Review Board Policy suggestions provided by the Board and stakeholders.

7.2.3 Develop Board Policy change recommendations.

7.2.4 Develop Board Policies as needed.

7.3 Membership

7.3.1 Three trustees;

7.3.2 Superintendent and/or designate(s)

7.4 Meetings

7.4.1 Called by the committee Chair.

7.4.2 The committee shall have a planning meeting to prepare their annual plan.

7.4.3 As established in the Committee's Annual Plan.



Ad Hoc Committees

Ad hoc committees may be established at any meeting of the Board for the purpose of studying, investigating or acting on specific matters; they cease to exist as soon as they have completed the specified task. Terms of reference are outlined at the time of establishment.

Resource Personnel

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

Legal Reference: Section 33, 34, 37, 51, 52, 53, 64, 67, 200, 222 Education Act

External References: GrACE