

BOARD COMMITTEES AND BOARD REPRESENTATION

Committees are established by the Board to assist in the governance of the division. The function of a committee is to assist in facilitating the decision-making of the Board.

Committees have no legal power unless they are empowered by the Board to act on its behalf.

Specifically

1. Guidelines for the operation of committees are as follows:
 - 1.1 The Board Chair shall be an ex-officio member of every Board committee and may actively participate and vote.
 - 1.2 The Superintendent will attend all committee meetings and activities as the chief executive officer of the Board.
 - 1.3 Committees will have a policy preparation and review function to fulfill in cooperation with the Superintendent.
 - 1.4 The members of each committee will be appointed at the annual organizational meeting of the Board by a majority of the trustees in attendance.
 - 1.5 A record of the proceedings of committee meetings shall be taken and maintained.
 - 1.6 In preparing recommendations for the Board's consideration, trustee representatives are expected to consult with the Superintendent and through the Superintendent with those staff members directly involved with the matter on which a recommendation is to be made.
 - 1.7 When the work of two or more committees overlap, trustees involved in each committee will consult with each other, prior to presenting a recommendation to the Board.
 - 1.8 Unless otherwise prescribed, the members of each committee shall select the chairperson for that committee.
 - 1.9 If a member cannot attend a meeting, that member is responsible for having an alternate attend on his/her behalf, where applicable.
2. The standing committees of the Board, their responsibilities, and procedures are as follows:
 - 2.1 Negotiations Committees
 - 2.1.1 Each negotiations committee shall negotiate with employees or representatives thereof on matters pertaining to salaries, contracts and other terms of employment as follows:
 - 2.1.1.1 Review the provision of current agreements and undertake such research as may be required as a basis for developing proposals.

- 2.1.1.2 Submit and receive proposals during the negotiation process, discuss and modify proposals.
 - 2.1.1.3 Engage such professional or other assistance as may be required to facilitate and complete the negotiations, within any limits established by the Board.
 - 2.1.1.4 Bargain in good faith on all terms and conditions of employment related to new agreements.
 - 2.1.1.5 Reach tentative agreement on total collective agreement in accordance with any guidelines established by the Board; subject to final review, ratification or rejection by the Board.
- 2.1.2 The chairperson of the committee shall be the spokesperson for the committee and shall ensure reports are regularly provided to the Board on the status of negotiations.
- 2.1.3 Three trustee representatives will be appointed to each of the following negotiations committees (A.T.A., C.U.P.E. 1825, C.U.P.E. 290)
- 2.2 Audit Committee
 - 2.2.1 The committee will consist of the Vice Chair of the Board, two (2) trustees, and two (2) public members who are not employees.
 - 2.2.2 The roles and responsibilities of the audit committee will be held as expressed and in accordance to Policy 7 - Appendix A: Audit Committee: Terms of Reference.
- 2.3 Finance Committee
 - 2.3.1 The committee shall be a committee of the whole Board, Superintendent, Secretary Treasurer, and will include the Deputy Superintendent by invitation.
 - 2.3.2 The roles and responsibilities of the Finance Committee will be held as expressed in accordance with Policy 7 – Appendix B: Finance Committee: Terms of Reference.
- 2.4 Share the Mission Award Committee
 - 2.4.1 The committee will consist of two trustees and either the Board Chair or Vice Chair.
 - 2.4.2 The committee will arrange with the Superintendent of Schools to promote the award, review nominations submitted, and provide input to the Board regarding potential award recipients.
- 2.5 Wisdom and Visioning Circle
 - 2.5.1 One trustee shall be named as the representative and one shall be designated as the alternate.
- 2.6 Joint City/School Boards' Liaison Committee
 - 2.6.1 Two trustees will be appointed to this committee in addition to the Superintendent and the Secretary-Treasurer.

3 Representatives to External Committees/Organizations:

- 3.1 Trustee representatives to external committees shall provide such information and recommendations to the Board as they deem advisable or make such decisions duly delegated to them by the Board.
- 3.2 Trustee representatives, if in doubt during the course of committee work, are expected to consult with the Board Chair and the Superintendent.
- 3.3 ACSTA Representation
One trustee shall be named as the representative and one shall be designated as the alternate.
- 3.4 ASBA Representation
One trustee shall be named as the representative and one shall be designated as the alternate.
- 3.5 GrACE (Grateful Advocates for Catholic Education)
Two trustees will be appointed as the representatives to this committee.
- 3.6 Teacher Employers' Bargaining Authority
One trustee will be selected to serve as the division's representative to this provincial body, which is intended to consult about provincial teacher contracts and employment negotiations.
- 3.7 Pincher Creek Community Early Learning Centre
One trustee shall be named as the representative to this committee.
- 3.8 Pastoral Discernment Advisory Committee
One trustee shall be appointed as the representative to this committee.
- 3.9 Ad Hoc Committees
From time to time, trustees may be requested to represent the Board on other committees. When a request is made by an external committee, the Board Chair will bring the request to the next public Board Meeting so that a representative may be appointed.

4 Committee Required by Contract

- 4.1 Teacher Board Advisory Committee
The committee will consist of three trustees, ensuring that there is both urban and rural representation, the Superintendent and the Deputy Superintendent, or designate. In keeping with the terms of references, the purpose of this committee shall be to:
 - 4.4.1 Discuss matters of common interest.
 - 4.4.2 Discuss issues and concerns related to education and / or teaching.
 - 4.4.3 Provide an opportunity through social interaction for the parties to understand each other's roles and responsibilities.
 - 4.4.4 Enhance the level of communication, trust and morale within the division.

Legal References: ***Sections 51, 52, 53, 141, 142, Education Act***
