

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 Notwithstanding 2.2.1, 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 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.
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 three trustees and one of the trustees shall be the Vice Chair of the Board. The Superintendent of Schools and Secretary-Treasurer will attend Audit Committee meetings at the Board's discretion. Other senior administration may also be invited.
 - 2.2.2 The function of the audit committee is to help the auditors to remain independent of management.
 - 2.2.3 The committee shall recommend to the Board the selection of the audit firm to conduct the audit as necessary.
 - 2.2.4 The committee shall meet with the audit firm to discuss the progress and findings of the audit, and assist in resolving issues and conflicts with management.
 - 2.2.5 The committee shall also review with the auditors the audit plan the evaluation of the system of internal accounting controls, the audit report on the financial statement, and review the assistance given by administration.
 - 2.2.6 The chair of the Audit Committee will present, on the Board's behalf, the Audited Financial Statements.
- 2.3 Share the Mission Award Committee
 - 2.3.1 The committee will consist of two trustees and either the Board Chair or Vice Chair. The Superintendent of Schools will attend Share the Mission Award Committee meetings, as required.
 - 2.3.2 The committee will arrange with the Superintendent of Schools to promote the award, review nominations submitted, and make a recommendation to the Board regarding an award recipient.
- 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 Wisdom and Visioning Circle
One trustee shall be named as the representative and one shall be designated as the alternate.
 - 3.4 ACSTA Representation
One trustee shall be named as the representative and one shall be designated as the alternate.
 - 3.5 ASBA Representation
One trustee shall be named as the representative and one shall be designated as the alternate.
 - 3.6 Business & Education Committee (Chamber of Commerce)
One trustee will be appointed to attend regular monthly meetings of the Chamber of Commerce to provide input on educational matters and to receive information and report back to the Board.
 - 3.7 Joint City/School Boards' Liaison Committee
Two trustees will be appointed to this committee in addition to the Superintendent and the Secretary-Treasurer.
 - 3.8 Health and Wellness Committee
One trustee shall be named as the representative.
 - 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:
 - 4.1.1 Discuss matters of common interest
 - 4.1.2 Discuss issues and concerns related to education and / or teaching
 - 4.1.3 Provide an opportunity through social interaction for the parties to understand each other's roles and responsibilities.
 - 4.1.4 Enhance the level of communication, trust and morale within the division.
 - 4.2 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.

Legal Reference: Sections 61 and 68, School Act