POLICY 7

Revised September 2026

BOARD COMMITTEES AND BOARD REPRESENTATION

In accordance with Section 52 of *Education Act*, the Board may delegate specific responsibilities or powers to committees.

The Holy Spirit Catholic School Division Board establishes committees to support effective governance and ensure the orderly and efficient conduct of its work. These committees assist in the decision-making process, contributing to the smooth operation of Board business by providing advice and facilitating informed decision-making by the Board. Committees may take the form of Standing Committees for ongoing responsibilities, Representatives on External Committees when such participation is considered beneficial to the division, and Special (Ad Hoc) Committees for short-term or specific tasks.

All Standing Committees are chaired by a trustee and must operate in alignment with the division's goals, principles, and written Terms of Reference. Committees do not have legal authority unless the Board explicitly delegates power to them to act on its behalf.

Standing Committees

Standing Committees of the Board are internal subgroups, primarily composed of Board members, established to carry out specific oversight and strategic functions that support and streamline the Board's overall operations. These committees assist in upholding governance and fiduciary responsibilities and operate in accordance with the committee Terms of Reference. Trustees are responsible for reporting back to the Board with any recommendations.

1. Guidelines for the operation of Standing Committees of the Board are as follows:

    1.1 The Board Chair shall be an ex-officio member of every Standing Committee of the Board and may actively participate and vote.

    1.2 The Superintendent will attend all Standing Committees of the Board meetings and activities as the chief executive officer of the Board.

    1.3 The members of each committee will be appointed at the annual organizational meeting of the Board by a majority of the trustees in attendance.

    1.4 A record of the proceedings of committee meetings shall be taken and maintained.

    1.5 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.

    1.6 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.

    1.7 Unless otherwise prescribed, the members of each committee shall select the chairperson for that committee.

2. The Standing Committees of the Board, their responsibilities, and procedures are as follows:

2.1 Negotiations Committees

2.1.1 Each negotiations committee (ATA and CUPE 1825) will consist of three (3) trustees.

2.1.2 The roles and responsibilities of the negotiations committees will be held as expressed and in accordance with Policy 7 - Appendix A: Negotiation Committee: Terms of Reference.

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 with Policy 7 - Appendix B: Audit Committee: Terms of Reference.

2.3 Finance Committee

2.3.1 The committee will consist of the Vice Chair and two (2) trustees.

2.3.2 The roles and responsibilities of the Finance Committee will be held as expressed in accordance with Policy 7 – Appendix C: Finance Committee: Terms of Reference.

2.4 Share the Mission Committee

2.4.1 The committee will consist of the Vice Chair and two (2) trustees.

2.4.2 The roles and responsibilities of the Share the Mission Committee will be held as expressed and in accordance with Policy 7 - Appendix D: Share the Mission Committee: Terms of Reference.

2.5 Teacher Board Advisory Committee (TBAC)

2.5.1 The committee will consist of three (3) trustees, ensuring that there is both urban and rural representation, the Superintendent and the Deputy Superintendent, or designate.

2.5.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 - Appendix E: Teacher Board Advisory Committee: Terms of Reference.

2.6 Policy Development and Review Committee

2.6.1 The committee will consist of three (3) trustees.

2.6.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 - Appendix F: Policy Development and Review Committee Terms of Reference.

2.7 GrACE (Grateful Advocates for Catholic Education)

2.7.1 The committee will consist of two (2) trustees.

2.7.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 - Appendix G: GrACE Committee Terms of Reference.

2.8 Infrastructure and Capital Committee

2.8.1 The committee will consist of three (3) trustees.

2.8.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 – Appendix H: Infrastructure and Capital Committee Terms of Reference.

Representatives on External Committees

Board members represent the Holy Spirit Catholic School Division by serving as representatives on committees established by external organizations. In this role, trustees facilitate the exchange of information, engage in discussions on shared issues, and contribute to collaborative dialogue, all while upholding the confidentiality of the division.

When an external organization requests representation, the Board Chair will bring the request to the next public Board Meeting for consideration and appointment of a representative.

1 Guidelines for the operation of Representatives to External Committees are as follows:

1.1 The members of each committee will be selected at the annual organizational meeting of the Board by a majority of the trustees in attendance.

1.2 Trustee representatives to external committees are responsible for reporting relevant information and recommendations to the Board or make such decisions duly delegated to them by the Board**.**

1.3 Trustee representatives, if in doubt during the course of committee work, are expected to consult with the Board Chair and, if appropriate, the Superintendent.

1.4 If a trustee cannot attend a meeting, the trustee is responsible for asking an alternate to attend on their behalf, where applicable.

1.5 Trustee representatives serve on external committees as representatives of the Holy Spirit Catholic School Division. They must ensure that their duties and actions align with the mission, vision, and values of the division and in compliance with the Trustee Code of Conduct, while also fulfilling the mandate and Terms of Reference of the external committee.

2 The External Committees approved for trustee representation are as follows:

2.1 Alberta Catholic School Trustee Association (ACSTA)

The representative operates in alignment with ACSTA's mission and bylaws and is expected to actively participate in meetings, support collective decisions, and act in the best interests of Catholic education.

2.1.1 One (1) trustee shall be named as the representative and one shall be designated as the alternate.

2.1.2 Holy Spirit Catholic School Division holds membership and voting rights at ACSTA meetings. The appointed trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the trustee should consult with the Board prior to casting votes on significant matters.

2.2 Alberta School Boards Association (ASBA) Zone 6

The representative's role is to engage in discussions on educational issues, share information, develop policy positions for provincial advocacy, and provide feedback to the Alberta School Boards Association (ASBA) Board of Directors. The Zone operates under ASBA's mission and bylaws.

2.2.1 One (1) trustee shall be named as the representative and one shall be designated as the alternate.

2.2.2 Holy Spirit Catholic School Division holds membership and voting rights at Zone 6 meetings. The appointed trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the trustee should consult with the Board prior to casting votes on significant matters.

2.3 Teacher Employers' Bargaining Authority (TEBA)

TEBA acts as the employer's bargaining agent, bargaining on behalf of all school boards in Alberta. This provincial body is intended to consult about provincial teacher contracts and employment negotiations. The trustee representative serves on a committee composed of school trustees from across the province, which elects seven (7) members to form the TEBA (Teachers' Employer Bargaining Association) Board of Directors. This committee is responsible for setting the strategic direction of TEBA, establishing the mandate for collective bargaining with the Alberta Teachers' Association (ATA), and voting to ratify negotiated agreements on central matters that impact all public, separate, and Francophone school authorities in Alberta.

2.3.1 One (1) trustee shall be selected to serve as the division's representative to this committee.

2.3.2 Holy Spirit Catholic School Division holds membership and voting rights at meetings. The appointed trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the trustee should consult with the Board prior to casting votes on significant matters.

2.4 Joint Committee of Lethbridge School Boards and the City of Lethbridge

The Joint Committee of Lethbridge School Boards and the City of Lethbridge is established to strengthen collaboration, alignment, and mutual understanding between the municipality and school divisions. The committee will focus on shared governance priorities, joint advocacy efforts, and the cultivation of strong, effective working relationships that serve the community's best interests, especially children, youth, and families.

2.4.1 Two (2) trustees shall be named as the representatives to this committee.

2.5 Economic Development Lethbridge (EDL)

Economic Development Lethbridge (EDL) is an arm's length organization, supported by the City of Lethbridge, governed by volunteer Board of Directors and managed by a team of professionals dedicated to economic prosperity in Lethbridge. A representative from either school district, to alternate every two years between Lethbridge School Division and Holy Spirit Catholic School Division.

2.5.1 One (1) trustee shall be appointed as the representative to this committee.

2.5.2 The participating school division holds membership on behalf of the education sector and holds voting rights at meetings. The appointed trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the trustee should consult with the Board prior to casting votes on significant matters.

2.6 Team Lethbridge

Team Lethbridge is a group of community leaders interested in raising awareness of how the City of Lethbridge contributes to the province and how we can work with our government representatives to support long-term success for Alberta.

2.6.1 Two (2) trustees shall be appointed as the representatives to this committee.

Ad Hoc Committees

Special (Ad Hoc) Committees are temporary groups formed to address a specific, task-oriented issue that the Board deems important but doesn't fall under a standing committee's scope. They are designed to provide focused expertise, promote collaboration, and allow for a quick, decisive response to unique situations.

Special (Ad Hoc) Committees

1. The Board Chair is approached with request for trustee representation.
2. The Board Chair will present the request at the next public Board Meeting.
3. An Ad Hoc Committee, if approved, is established by a formal resolution in Public Meeting with a motion that includes a specific mandate and term, and dissolves once their assigned task is completed.

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