

## BOARD COMMITTEES

### Background

The Board of Trustees may delegate specific powers and duties to committees that are established by the Board, subject to the restrictions on delegation in the *Education Act*.

### Guidelines

#### 1. General requirements

- 1.1. The Board may appoint standing committees and ad hoc committees and shall prescribe their powers and duties.
- 1.2. The Board Chair shall act as an ex-officio member of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.

### Standing Committees

Standing committees are usually appointed annually at the Board meeting subsequent to the Organizational Meeting. Appointed members shall serve on the committee(s) for one year unless they are unable to perform the duties assigned or until replaced by a subsequent appointment.

#### 2. Board Caucus Committee

- 2.1. Purpose:
  - 2.1.1. To provide a forum for discussion.
  - 2.1.2. To solicit and receive information from the Superintendent relevant to the development of various system activities and plans pertinent to Board operations.
  - 2.1.3. To assign work to be undertaken.
- 2.2. Powers and duties:
  - 2.2.1. Make recommendations for agenda items for subsequent Board meetings.
  - 2.2.2. Maintain confidentiality of proceedings unless otherwise stated.
- 2.3. Membership:
  - 2.3.1. All trustees and the Superintendent and designate(s).

#### 3. Audit Committee

- 3.1. Purpose:
  - 3.1.1. To assist the Board in ensuring the assets of Elk Island Public Schools (EIPS) are preserved and resources utilized, as approved.

- 3.2. Powers of duties:
  - 3.2.1. To oversee the processes for managing and reporting on financial activities and related internal controls. Specifically, the Audit Committee will:
    - 3.2.1.1. recommend the appointment of the external auditor;
    - 3.2.1.2. review the audit plan;
    - 3.2.1.3. assess the effectiveness of the auditor;
    - 3.2.1.4. review the annual financial statements and audit findings;
    - 3.2.1.5. assess the effectiveness of the Division's internal controls, and obtain reports on internal audit findings and recommendations;
    - 3.2.1.6. review the external auditor's assessment of internal controls and obtain reports on significant findings and recommendations;
    - 3.2.1.7. assess compliance with applicable legislation, regulations and guidelines; and
    - 3.2.1.8. report findings and information to the Board.
- 3.3. Membership:
  - 3.3.1. Board Vice-Chair, who shall serve as the Committee Chair, and two other trustees;
  - 3.3.2. two community members;
    - 3.3.2.1. community members are residents of EIPS, are independent of EIPS and not an employee or spouse of an employee, and are financially literate,
    - 3.3.2.2. community members shall serve a two-year term and may apply to serve additional two-year terms, and
    - 3.3.2.3. selection of community members shall be made by the Board and Secretary-Treasurer;
  - 3.3.3. Superintendent, or designate;
  - 3.3.4. Secretary-Treasurer;
  - 3.3.5. Director, Financial Services; and
  - 3.3.6. other members of administration or the external auditors—invited as required.
  - 3.3.7. The Board shall have the power at any time to remove members of the Audit Committee, with or without cause, by a majority vote.
- 3.4. Meetings:
  - 3.4.1. The Audit Committee shall meet twice per year and may convene additional meetings, as circumstances require.
  - 3.4.2. A recording secretary shall prepare the agenda in consultation with the Audit Committee Chair and take meeting summaries for all meetings.
- 3.5. Compensation:
  - 3.5.1. Mileage will be paid for community members to and from Audit Committee meetings at approved mileage rates.

#### **4. Policy Committee**

- 4.1. Purpose:
  - 4.1.1. To ensure the *Board Policy Handbook* is current and relevant.
- 4.2. Powers and duties:
  - 4.2.1. To receive information from trustees, administration or stakeholders and develop policies as directed by the Board.
  - 4.2.2. To review existing Board policies annually—as per [Board Policy 10: Policy Making](#)—and provide recommendations to the Board to amend or rescind policies, as required.
  - 4.2.3. To bring forward the committee’s recommendations to add, amend or rescind policies to the Board at a regular public Board meeting.
- 4.3. Membership:
  - 4.3.1. one trustee to serve as Chair, and two other trustees; and
  - 4.3.2. Superintendent, or designate(s)
- 4.4. Meetings:
  - 4.4.1. A minimum of five meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
  - 4.4.2. A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.

#### **5. Student Expulsion Committee**

- 5.1. Purpose:
  - 5.1.1. To make decisions regarding the recommendations for the expulsion of any student.
- 5.2. Powers and duties:
  - 5.2.1. on a recommendation for expulsion, reinstate or expel the student; and
  - 5.2.2. inform the Board of the action taken by the Committee.
- 5.3. Membership:
  - 5.3.1. one trustee to serve as Chair, and two other trustees; and
  - 5.3.2. one alternate.
- 5.4. Meetings:
  - 5.4.1. as detailed in [Board Policy 13: Appeals and Hearings Regarding Student Matters](#).

#### **6. Teachers’ Collective Agreement Negotiations Committee**

- 6.1. Purpose:
  - 6.1.1. To negotiate and conclude memoranda of agreement for recommendation to the Board.
- 6.2. Powers and duties:
  - 6.2.1. Report to the Board as necessary.
  - 6.2.2. Maintain confidentiality of negotiation proceedings.
- 6.3. Membership:
  - 6.3.1. three trustees;
  - 6.3.2. Superintendent, or designate(s); and

- 6.3.3. the Board will appoint the committee Chair and Vice-Chair.
- 6.4. Meetings:
  - 6.4.1. To be called by the committee's Chair.

## **7. Agenda Review Committee**

- 7.1. Purpose:
  - 7.1.1. To set the order of business for public meetings of the Board.
- 7.2. Membership:
  - 7.2.1. Board Chair, Board Vice-Chair and the designated Acting Chair;
  - 7.2.2. Superintendent, or designate; and
  - 7.2.3. Secretary-Treasurer.
- 7.3. Meetings:
  - 7.3.1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the Board Chair.
  - 7.3.2. The Executive Assistant to the Board will serve as secretary.

## **8. Advocacy Committee**

- 8.1. Purpose:
  - 8.1.1. Support the ongoing advocacy efforts of the Board.
- 8.2. Powers and duties:
  - 8.2.1. Develop an action plan to support the Board's identified advocacy plan.
  - 8.2.2. Identify key messages to support the advocacy plan.
- 8.3. Membership:
  - 8.3.1. Board Chair, also Advocacy Committee Chair, and two other trustees;
  - 8.3.2. Superintendent, or designate;
  - 8.3.3. Associate Superintendent, Supports for Students; and
  - 8.3.4. Director, Communications.
- 8.4. Meetings:
  - 8.4.1. Four meetings shall be held during the school year. Additional meetings may be arranged by the Chair.

## **Ad Hoc Committees**

An ad hoc committee may be established to assist the Board on a specific purpose for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

## **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.

## **References**

Sections 33, 37, 51, 52, 53, 64, 67, 222 *Education Act*

Last reviewed:	Last updated:
	Sept. 17, 2015
	Feb. 18, 2016
	June 16, 2016
Oct. 24, 2016	
	Jan. 26, 2017
	Feb. 15, 2018
	Aug. 30, 2018
Dec. 18, 2019	Jan. 24, 2019
May 7, 2019	June 25, 2019
	Dec. 11, 2019
Jan. 30, 2020	Feb. 11, 2020
April 14, 2020	April 23, 2020
April 13, 2021	May 26, 2021
March 1, 2022	
May 10, 2022	June 16, 2022
Oct. 6, 2022	Oct. 20, 2022
April 11, 2023	May 25, 2023
Oct. 4, 2023	Oct. 19, 2023