
HORIZON SCHOOL DIVISION

Policy Code: BCE
Policy Title: Board Organization/
Committees

POLICY HANDBOOK

Cross Reference: BD, BF
Legal Reference: Education Act 34, 42, 52, 142
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION HAS THE AUTHORITY, UNDER THE EDUCATION ACT, TO ESTABLISH COMMITTEES AND HAVE TRUSTEES PARTICIPATE IN JOINT COMMITTEES ESTABLISHED THROUGH AGREEMENT WITH OTHER PERSONS OR ORGANIZATIONS.

GUIDELINES

1. The Board recognizes the importance of having representation on external committees, and at meetings or functions that are associated with the provision of public education.
2. The function of each committee and the extent of its authority will be clearly defined through written terms of reference.
3. Committees typically serve two functions:
 - 3.1. Advisory – source of information/advice, or
 - 3.2. Operational – carry out specific duties and/or responsibilities
4. The Board expects that all its committees shall carry out their responsibilities in a manner, which is consistent with the goals, objectives and principles of the school division.
5. Reporting of information that falls under the responsibility of Board committees shall be shared with the Board committee for review prior to circulation to staff and/or public.
6. Individuals assigned to represent the Board will be expected to provide a report back to the Board at a regular Board meeting.
 - 6.1. A report may be prepared for committee meetings.
 - 6.2. A copy of any committee reports shall be filed with the Secretary-Treasurer/Associate Superintendent, Business Affairs.
7. The Board expects named representative to fairly and accurately represent the views of the Board
8. Where possible, expenses shall be sought from the organization requesting representation. However where this is not feasible, the Board may approve reimbursements from Division funds.
9. All appointments for representatives shall be made at the annual organizational meeting of the Board or at any regularly scheduled Board meeting if the request is received during the school year.

Policy BCE - Board Committees, Cont'd.

REGULATIONS

1. Committees of the Board Shall be of Three Types:
 - 1.1 Standing committee – an ongoing committee that shall continue in force until terminated by a Board motion,
 - 1.2 Ad Hoc (Special) Committee – short-term committee which is limited in purpose and shall have a clearly defined life span.
 - 1.3 Sub-committee – a work unit that reports to a standing committee.
2. Committees of the Board shall be established by Board Motion
 - 2.1 The motion shall specify the terms of reference to include:
 - 2.1.1 the name and type of committee
 - 2.1.2 the mandate of the committee
 - 2.1.3 the membership of the committee
 - 2.1.4 the term of the committee (if ad hoc)
3. Appointments to committees shall be by Board motion.
 - 3.1 Appointments shall normally be made at the Organizational meeting.
 - 3.2 Trustees shall be asked to volunteer for Committees upon which they wish to serve
 - 3.3 Persons appointed to committees by the Board shall serve at the pleasure of the Board
4. Each Committee of the Board shall be responsible for determining its meeting procedures.
5. Committee meetings shall not be public meetings.
 - 5.1 A committee may agree to meet in public session or hold a public meeting
 - 5.2 Trustees, except where excluded by motion of the Board, may attend all meetings of Committees of the Board
6. Committees of the Board
 - 6.1 A.T.A. Negotiating/Liaison Committee
 - 6.1.1 Terms of Reference - to negotiate local table matters with teachers and recommend the same to the Board for consideration and approval.
 - 6.1.2 Membership - three members of the Board, one acting as Chair.
 - 6.1.3 Term - one year.
 - 6.2 Audit Committee
 - 6.2.1 Terms of Reference - to review external auditors to the Board. To review the annual financial statements and report to the board, and to attend to other matters as the board may determine in the establishment of the audit committee.
 - 6.2.2 Membership - at least 5 individuals and shall include at least one of each of the following individuals:

Policy BCE - Board Committees, Cont'd.

- 6.2.2.1 a member of the business community who is not a trustee;
- 6.2.2.2 a member of the adult learning community who is not a trustee;
- 6.2.2.3 a trustee.
- 6.2.3 Term - one year.

- 6.3 Budget Committee
 - 6.3.1 Terms of Reference – to share perspectives and provide advice to the Superintendent and Associate Superintendent of Finance and Operations in the preparation of the annual school division budget.
 - 6.3.2 Membership – all members of the Board as well as representatives of stakeholder groups that assist the Superintendent and Associate Superintendent of Finance and Operations in the preparation of the annual school division budget.
 - 6.3.3 Term – one year.

- 6.4 C.U.P.E. Negotiating/Liaison Committee
 - 6.4.1 Terms of Reference - to negotiate salaries and working conditions with C.U.P.E. and recommend the same to the Board for consideration and approval.
 - 6.4.2 Membership - three members of the Board, one acting as Chair
 - 6.4.3 Term - one year.

- 6.5 Elections/Boundaries Ad Hoc Committee
 - 6.5.1 Terms of Reference – to review and make recommendations to the Board regarding election boundaries and processes.
 - 6.5.2 Membership – as determined, one acting as Chair.
 - 6.5.3 Term – as determined by the Board.

- 6.6 Facilities Committee
 - 6.6.1 Terms of Reference - to review the non-routine matters associated with the management
 - 6.6.2 of division buildings and properties in consultation with the Facilities Manager and the local trustee and recommend policy and procedural changes to the Board for consideration and approval.
 - 6.6.3 Membership - three members of the Board, one acting as Chair.
 - 6.6.4 Term - one year.

- 6.7 Hutterian Brethren Committee
 - 6.7.1 Terms of Reference - to represent the Board at the annual Horizon School Division/Hutterian Brethren meeting.
 - 6.7.2 Membership - One members of the Board.
 - 6.7.3 Term - one year.

- 6.8 Indigenous Committee
 - 6.8.1 Terms of Reference - to represent the Board on a committee composed of representatives of stakeholder groups providing advice regarding jurisdiction initiatives related to indigenous people.
 - 6.8.2 Membership - One members of the Board.
 - 6.8.3 Term - one year.

- 6.9 Policy Advisory Committee
 - 6.9.1 Terms of Reference - to represent the Board on a committee composed of representatives of stakeholder groups that reviews proposed policies or policy amendments before they are presented to the Board for second and third reading.

Policy BCE - Board Committees, Cont'd.

6.9.2 Membership - Two members of the Board.

6.9.3 Term - one year.

6.10 Public Relations Committee

6.10.1 Terms of Reference – to promote a positive image of Horizon School Division and recognize the contribution of all education partners.

6.10.2 Membership – two members of the Board.

6.10.3 Term – one year

6.11 Transportation Committee Ad Hoc Committee

6.11.1 Terms of Reference - to review student transportation matters in consultation with the Transportation Manager, the Transportation Coordinator(s), and the local trustee and recommend policy and procedural changes to the Board for consideration and approval.

6.11.2 Membership – as determined, one acting as Chair.

6.11.3 Term - as determined by the Board.

7. Professional Committees on Which the Board Maintains Representation

7.1 Administrative Council

7.1.1 Terms of Reference - to provide liaison between the Board and the school administrators by attending the monthly administrators' meeting.

7.1.2 Membership - one member of the Board on a monthly rotation.

7.1.3 Term - one trustee per month on a rotation basis.

7.2 Alberta School Boards' Association

7.2.1 Terms of Reference - to represent the Board as a director for Zone 6 of the Alberta School Boards' Association.

7.2.2 Membership - one member of the Board, plus one alternate.

7.2.3 Term - one year.

7.3 Teacher Employer Bargaining Association

7.3.1 Terms of Reference - to represent the Board on the provincial TEBA board related to central collective bargaining with the Alberta Teachers Association.

7.3.2 Membership - one member of the Board, plus one alternate.

7.3.3 Term - one year.