

## COMMITTEES OF THE BOARD

In its attempts to govern the system in an effective and efficient manner, the Board may establish Committees to assist with its work. Committees may be standing or ad hoc in nature.

At its annual organizational meeting, the Board shall establish such standing committees, and terms of reference for each, as it deems necessary. At any duly constituted meeting, the Board may establish standing or ad hoc committees, and terms of reference for each.

Members of the committees shall be appointed at the annual organizational meeting and in doing so shall give consideration to the Board members level of experience and knowledge in the area of the committee work.

Committee Chairs will be selected by the members.

All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board. It is expected that reports will be included in the agenda package.

### 1. Standing Committees

Standing Committees are established to assist the Board with work of an on-going or recurring nature.

1.1 The **LINC Negotiating Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:

#### 1.1.1 Purpose

- ◆ Negotiate a collective agreement with the teacher representatives

#### 1.1.2 Powers and Duties

- ◆ Establish Board proposals within the mandates set by the Board
- ◆ Negotiate with teacher representatives
- ◆ Recommend action to the Board on negotiations issues

#### 1.1.3 Membership

- ◆ Two trustees duly determined by the Board
- ◆ Director and/or designate(s)

#### 1.1.4 Meetings

- ◆ To be called by the Committee Chair in consultation with Committee members, as required to negotiate agreements

- 1.2 The **Support Staff Negotiating Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:
- 1.2.1 Purpose
- ◆ Negotiate a collective agreement with the Employee representatives
- 1.2.2 Powers and Duties
- ◆ Establish Board proposals within the mandates set by the Board
  - ◆ Negotiate with Employee representatives
  - ◆ Recommend action to the Board on negotiations issues
- 1.2.3 Membership
- ◆ Two trustees duly determined by the Board
  - ◆ Director and/or designate(s)
- 1.2.4 Meetings
- ◆ To be called by the Committee Chair in consultation with Committee members, as required to negotiate agreements
- 1.3 The **Board Executive Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:
- 1.3.1 Purpose
- ◆ In emergent situations, to make decisions on behalf of the Board
  - ◆ Recommend to the Board the independent Auditor
  - ◆ Meet with Board appointed Auditor and Provincial Auditor
  - ◆ Review and recommend financial statements and reports for distribution
  - ◆ Human Resources duties including negotiation of the Director of Education contract and representing the Board on committees established to hire the Chief Financial Officer, Deputy Director of Education, and Superintendents of Education
- 1.3.2 Powers and Duties
- ◆ To make such decisions, as deemed necessary, for the continuous functioning of Board operations
  - ◆ To report decisions made at the next regularly scheduled Board meeting.
- 1.3.3 Membership
- ◆ Board Chair, Vice Chair and one other Trustee duly determined by the Board
  - ◆ Director and/or designate(s)

- 1.3.4 Meetings
  - ◆ To be called by the Board Chair
- 1.4 The **Board Transportation Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:
  - 1.4.1 Purpose
    - ◆ Liaison between the Board and the Transportation Department
    - ◆ Hear delegations on transportation issues
    - ◆ Review Board policy and administrative procedures pertaining to transportation operations
  - 1.4.2 Powers and Duties
    - ◆ Provide recommendations to the Board
  - 1.4.3 Membership
    - ◆ Three trustees duly determined by the Board
    - ◆ Director and/or designate(s)
    - ◆ Transportation Manager and/or designate
  - 1.4.4 Meetings
    - ◆ To be called by the Chair of committee or Transportation Manager as required
- 1.5 The **Board Finance Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:
  - 1.5.1 Purpose
    - ◆ Review and recommend all contracts of the Board in excess of \$100,000 excluding contracts related to capital projects provided by the Infrastructure Branch of the Ministry of Education
    - ◆ Review and recommend the annual budget framework for Board approval
    - ◆ Review and recommend the draft operational budget
  - 1.5.2 Powers and Duties
    - ◆ Provide recommendation on contracts to the Board
    - ◆ Sign contracts on behalf of the Board
  - 1.5.3 Membership
    - ◆ One of the Board Chair or Vice Chair having signing authority
    - ◆ Two additional trustees duly determined by the Board
    - ◆ The Chief Financial Officer
    - ◆ The Director and/or designate(s)

#### 1.5.4 Meetings

- ♦ To be called as required by the Chief Financial Officer

#### 2. Ad Hoc Committees

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established at the time of formation.

#### 3. Resource Personnel

The Director may appoint resource personnel to work with committees, and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

Reference: Section 85(a), Education Act

**Updated: November 3, 2006**

**May 8, 2008**

**January 13, 2015**

**August 18, 2016**

**August 31, 2017**

**March 12, 2020**

**January 28, 2021**