

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 **Executive Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:

1.1.1 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, Superintendent of Education and Superintendent positions.

1.1.2 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.

1.1.3 Membership

- ♦ Board Chair

- ♦ Vice Chair
 - ♦ One Trustee duly determined by the Board
- 1.1.4 Director and/or designate(s) Meetings
- ♦ To be called by the Board Chair
- 1.2 The **Finance Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:
- 1.2.1 Purpose
- ♦ Review and recommend all contracts of the Board in excess of \$500,000 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
- 1.2.2 Powers and Duties
- ♦ Provide recommendation on contracts to the Board
 - ♦ Sign contracts on behalf of the Board
- 1.2.3 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)
- 1.3 The **Indigenous Advisory Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:
- 1.3.1 Purpose
- ♦ To discuss the delivery of services that affect Indigenous students
 - ♦ To liaise with First Nations and Métis within the boundaries of GSSD
- 1.3.2 Powers and Duties
- ♦ To build relationships at the Board of Education and Committee level
 - ♦ To promote First Nations and Métis involvement at the Corporate Board level
 - ♦ To encourage First Nations and Métis parents to become involved in day-to-day education activities
 - ♦ To encourage First Nations and Métis parents to become involved in local School Community Councils
 - ♦ To develop actions to promote and enhance Indigenous students learning and well-being

1.3.3 Membership

- ♦ The Board Chair or Vice Chair
- ♦ Director and/or designate
- ♦ Board Trustee Representative from the Key First Nation Subdivision
- ♦ Superintendent of Indigenous Education
- ♦ The Superintendent of Indigenous Education will connect with all First Nations and Métis communities within the Good Spirit School Division boundaries requesting representation on the advisory committee. There will be no less than six sitting advisory committee members from within the Indigenous community.

1.3.4 Meetings

- ♦ As determined by the Director and Superintendent of Indigenous Education

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

1.4.1 Purpose

- ♦ Negotiate a collective agreement with the teacher representatives

1.4.2 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

1.4.3 Membership

- ♦ One trustee and one alternate duly determined by the Board
- ♦ Director and/or designate(s)

1.4.4 Meetings

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

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

1.5.1 Purpose

- ♦ Negotiate a collective agreement with the Employee representatives

1.5.2 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

1.5.3 Membership

- ♦ One trustee and one alternate duly determined by the Board
- ♦ Director and/or designate(s)

1.5.4 Meetings

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

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

1.6.1 Purpose

- ♦ Liaison between the Board and the Transportation Department
- ♦ Hear delegations on transportation issues
- ♦ Review Board policy and administrative procedures pertaining to transportation operations

1.6.2 Powers and Duties

- ♦ Provide recommendations to the Board

1.6.3 Membership

- ♦ Three trustees duly determined by the Board
- ♦ Director and/or designate(s)
- ♦ Transportation Manager and/or designate

1.6.4 Meetings

- ♦ To be called by the Committee Chair, Transportation Manager or Chief Financial Officer as required

1.7 The **Workplace Wellness Steering Committee** is established as a standing committee of the Board, with responsibility for work as detailed below:

1.7.1 Purpose

- ♦ By overseeing the development and implementation of a workplace wellness program, the GSSD Workplace Wellness Steering Committee (WWSC) members are increasing the health and wellbeing of all employees and stakeholders. The goals of the workplace wellness program are aligned with GSSD's aspirational statements and grounded in the Comprehensive Committee Health approach.

1.7.2 Powers and Duties

- ♦ Lead the development and implementation of the *Well at Work* initiative

1.7.3 Membership

- ♦ One trustee duly determined by the Board
- ♦ 8-12 members from Teachers, Administrators, Division Office Staff, Employee Groups, and external partners

1.7.4 Meetings

- ♦ To be called by the Committee Chair in consultation with Committee members.
- ♦ The GSSD WWSC will meet three times per school year. The meeting length will vary and will be a blend of face-to-face and video conferences.

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

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