

## SUPPORT STAFF NEGOTIATING COMMITTEE TERMS OF REFERENCE

### Purpose

The Good Spirit School Division Support Staff Negotiating Committee (hereinafter referred to as the "Committee") is a standing committee of the Good Spirit School Division Board (hereinafter referred to as the "Board"). This document outlines the terms of reference for the Committee, including its purpose, powers and duties, membership, and meeting protocols.

The primary purpose of the Committee is to negotiate a collective agreement with division support staff representatives to ensure fair and equitable working conditions, compensation, and professional development opportunities for support staff within the Good Spirit School Division.

### Composition and Operations

The Committee shall consist of the following members:

- One trustee and one alternate, duly determined by the Board, who will represent the Board's interests in the negotiations.
- The Director of the Good Spirit School Division and/or their designate(s), who will provide administrative support and expertise during the negotiation process.

Appointment and operations of the Committee members will be in accordance with *Board Policy 8 Committees of the Board*.

The Terms of Reference will be reviewed annually.

### Accountability to the Board

The Committee has no authority to direct Administration or to commit Good Spirit School Division unless specifically authorized by the Board through Board motion.

The Trustees shall provide reports to the Board on all activities at the next Board meeting.

### Duties and Responsibilities

The Committee is entrusted with the following powers and duties:

- Establish Board proposals within the mandates set by the Board, ensuring that the proposed agreements align with the Board's objectives and priorities.
- Negotiate in good faith with support staff representatives, striving for mutually agreeable terms in the collective agreement.
- Recommend action to the Board on negotiation issues, including advising on potential agreement terms and providing updates on the progress of negotiations.
- Engage in ongoing communication with relevant stakeholders, including the Board, support staff representatives, and the school community.

### Meetings

The Committee Chair, in consultation with Committee members, will call meetings as required to negotiate agreements.

Meeting agendas will be prepared by the Committee Chair and circulated to all Committee members in advance of the meeting.

The Committee will strive to make decisions by consensus. If consensus cannot be reached, a majority vote of the Committee members present will be required to decide.

**Staff Support**

The Director or designate shall provide support to the Support Staff Negotiating Committee.

**External Advisors**

The Support Staff Negotiating Committee may engage external advisors at the expense of the Division when deemed necessary, subject to the approval of the Board.

**Reviewed: January 25, 2024**

**Updated: February 27, 2025, August 14, 2025**