

Policy 8 – Board Committees

The Board may use standing or ad hoc committees to assist in governing the system in an effective and efficient manner.

All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board.

The Board Chair will make committee appointments annually at the Regular Board Meeting in December, or as necessary throughout the year. Committee appointments will be announced at a public board meeting.

All committee appointments will carry a term of one-year.

1. Board Committee of the Whole

1.1 Purpose

- 1.1.1 To receive background information on a particular topic(s).

1.2 Powers and Duties

- 1.2.1 To review the information presented.
- 1.2.2 To gather additional and/or supplementary information.
- 1.2.3 To refer the matter to a meeting of the Board of Education, if desirable.

1.3 Membership

- 1.3.1 All trustees, Superintendent, Secretary-Treasurer or designate(s).

1.4 Meetings

- 1.4.1 As required at the call of the Board Chair.
- 1.4.2 Meetings may be public or private.

2. Standing Committees

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

2.1 Audit Committee

2.1.1 Purpose

- 2.1.1.1 The mandate of the Audit Committee is to ensure compliance with the financial provisions of the *School Act* and Regulations, and provide oversight to the Board of Education in the areas of financial reporting, external audit, risk management and internal controls and compliance matters.

- 2.1.2 Powers and Duties
 - 2.1.2.1 To review the information presented.
 - 2.1.2.2 To gather additional and/or supplementary information.
 - 2.1.2.3 To refer or make recommendations to the Board of Education, in necessary.
- 2.1.3 Membership
 - 2.1.3.1 All trustees, Director of Finance (Internal audit)
 - 2.1.3.2 The Superintendent and Secretary-Treasurer will be resources for the Audit Committee.
- 2.1.4 Meetings
 - 2.1.4.1 The Committee shall meet at least three times per year and may call special meetings as required.
 - 2.1.4.2 Meetings will be held in closed/private sessions.

2.2 Finance and Facilities Committee

- 2.2.1 Purpose
 - 2.2.1.1 To review background information and explore issues in greater detail.
- 2.2.2 Powers and Duties
 - 2.2.2.1 To review the information presented.
 - 2.2.2.2 To gather additional and/or supplementary information.
 - 2.2.2.3 To refer the matter to a meeting of the Board of Education, if desirable.
- 2.2.3 Membership
 - 2.2.3.1 Three (3) trustees
 - 2.2.3.2 Superintendent, Secretary-Treasurer or designate(s)
- 2.2.4 Meetings
 - 2.2.4.1 As scheduled by the Board, or as required at the call of the Committee Chair.
 - 2.2.4.2 Meetings may be public or private.

3. Ad Hoc Committees

- 3.1 The Board may establish Ad hoc committees 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.

4. Resource Personnel

- 4.1 Resource personnel may be appointed to work with committees.