

**POLICY HANDBOOK****POLICY**

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

- As a source of information/advice – Advisory function; or
- To carry out specific duties and/or responsibilities – Operational function

**GUIDELINES**

1. The function of each committee and the extent of its authority will be clearly defined through written terms of reference. The Board, therefore, directs that committees of the board and joint committees established through agreement with others persons or organizations be structured and operate in accordance with the policy regulations.
2. The Board expects that all committees shall carry out their responsibilities in a manner, which is consistent with the goals, objectives and principles of the school district.

**REGULATIONS****1. Committees of the Board Shall be of Three Types:**

- 1.1 A “standing” committee is an ongoing committee of the board and shall continue in force until terminated by a Board motion,
- 1.2 An “Ad Hoc” (Special) Committee is a short-term committee of the Board which is limited in purpose and shall have a clearly defined life span.
- 1.3 A “Sub-Committee” is 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

## **Policy BCE - Board Committees, Cont'd.**

**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. A report shall be prepared for all Committee meetings.**

6.1 A copy of any reports for each Committee meeting shall be filed with the Secretary-Treasurer/Associate Superintendent, Business Affairs.

**7. Committees of the Board**

**7.1 Finance/Audit Committee**

7.1.1 Terms of Reference - to review the annual budget developed by the Budget Committee prior to approval by the Board. To assist the Board in its management of the integrity of the financial statements of the School Division, of the School Division's compliance with legal and regulatory requirements, of the independence and qualifications of the independent auditor, and of the performance of the School Division's internal audit function and its independent auditors.

7.1.2 Membership - all members of the Board.

7.1.3 Term - one year.

**7.2 Budget Committee**

7.2.1 Terms of Reference – to represent the Board on a committee composed of representatives of stakeholder groups that assist the superintendent and secretary-treasurer in the preparation of the annual school division budget.

7.2.2 Membership – all members of the Board.

7.2.3 Term – one year.

**7.3 A.T.A. Negotiating/Liaison Committee**

7.3.1 Terms of Reference - to negotiate salaries and working conditions with teachers and recommend the same to the Board for consideration and approval.

7.3.2 Membership - three members of the Board, one acting as Chair.

7.3.3 Term - one year.

**7.4 C.U.P.E. Negotiating/Liaison Committee**

7.4.1 Terms of Reference - to negotiate salaries and working conditions with support staff and recommend the same to the Board for consideration and approval.

7.4.2 Membership - three members of the Board, one acting as Chair

7.4.3 Term - one year.

**7.5 Transportation Committee Ad Hoc Committee**

7.5.1 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.

7.5.2 Membership – as determined, one acting as Chair.

7.5.3 Term - as determined by the Board.

## **Policy BCE – Board Committees, Cont'd.**

### **7.6 Facilities Committee**

- 7.6.1 Terms of Reference - to review the non-routine matters associated with the management 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.
- 7.6.2 Membership - three members of the Board, one acting as Chair.
- 7.6.3 Term - one year.

### **7.7 Public Relations Committee**

- 7.7.1 Terms of Reference – to promote a positive image of Horizon School Division and recognize the contribution of all education partners.
- 7.7.2 Membership – two members of the Board and one local trustee (s), one acting as Chair.
- 7.7.3 Term – one year

### **7.8 Elections/Boundaries Ad Hoc Committee**

- 7.8.1 Terms of Reference – to review and make recommendations to the Board regarding election boundaries and processes.
- 7.8.2 Membership – as determined, one acting as Chair.
- 7.8.3 Term – as determined by the Board.

### **7.9 Policy Advisory Committee**

- 7.9.1 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.
- 7.9.2 Membership - Two members of the Board.
- 7.9.3 Term - one year.

### **7.10 Indigenous Committee**

- 7.10.1 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.
- 7.10.2 Membership - One members of the Board.
- 7.10.3 Term - one year.

### **7.11 Hutterian Brethren Committee**

- 7.11.1 Terms of Reference - to represent the Board at the annual Horizon School Division/Hutterian Brethren meeting.
- 7.11.2 Membership - One members of the Board.
- 7.11.3 Term - one year.

## **8. Professional Committees on Which the Board Maintains Representation**

### **8.1 Alberta School Boards' Association**

- 8.1.1 Terms of Reference - to represent the Board as a director for Zone 6 of the Alberta School Boards' Association.
- 8.1.2 Membership - one member of the Board, plus one alternate.
- 8.1.3 Term - one year.

**Policy BCE – Board Committees, Cont’d.**

**8.2 Administrative Council**

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

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

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

**8.2 Teacher Employer Bargaining Association**

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

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

8.2.3 Term - one year.

**9.** Reporting of information that falls under the responsibility of Board committees shall be to the Board committee for review prior to circulation to staff and/or public.