

BOARD COMMITTEES

The Board believes that its duties can best be carried out if trustees are given an opportunity to meet in committees supplemental to Board meetings. Committees can perform the following functions:

- Be empowered to act on behalf of the Board (on all delegable matters);
- Conduct research and report back to the Board with recommendations;
- Perform a liaison function.

The Board will determine the terms of reference for each committee, including purpose, powers and duties, membership, and meeting requirements. Each committee shall select a member Trustee to serve as chair. If possible, one trustee shall not be chair of more than one standing committee at the same time.

The Board Chair shall be an ex-officio member of each Board committee, may actively participate, and has voting rights. All trustees may attend any committee meetings, and with the consent of the committee, may take part in the discussion, but will not be entitled to vote.

Committees may be standing or ad hoc in nature.

1. Standing Committees

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

1.1 The Negotiations Committee – ATA 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 ATA representatives.

1.1.2 Powers and Duties

- Establish Board proposals within the guiding principles set by the Board;
- Negotiate with Teachers' representatives;
- Recommend action to the Board on negotiations issues;
- Refer any concerns expressed, through the Board to the Superintendent.

1.1.3 Membership

- Two trustees and one alternate;
- Superintendent and/or designate(s);
- Secretary-Treasurer.

1.1.4 Meetings

- To be called by the Committee Chair as required to negotiate agreements.

1.2 The Negotiations Committee – CUPE 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 CUPE representatives.

1.2.2 Powers and Duties

- Establish Board proposals within the guiding principles set by the Board;
- Negotiate with support staff representatives;
- Recommend action to the Board on negotiations issues;
- Refer any concerns expressed, through the Board to the Superintendent.

1.2.3 Membership

- Two trustees and one alternate;
- Superintendent and/or designate(s);
- Secretary-Treasurer.

1.2.4 Meetings

- To be called by the Committee Chair as required to negotiate agreements.

1.3 The Negotiations Committee – UNIFOR is established as a standing committee of the Board, with responsibility for work as detailed below:

1.3.1 Purpose

- Negotiate a collective agreement with UNIFOR representatives.

1.3.2 Powers and Duties

- Establish Board proposals within the guiding principles set by the Board;
- Negotiate with support staff representatives;
- Recommend action to the Board on negotiations issues;
- Refer any concerns expressed, through the Board to the Superintendent.

1.3.3 Membership

- Two trustees and one alternate;
- Superintendent and/or designate(s);
- Secretary-Treasurer.

1.3.4 Meetings

- To be called by the Committee Chair as required to negotiate agreements.

1.4. The Audit Committee is legislatively mandated and serves as a standing committee of the Board, with responsibility for work as detailed below:

1.4.1. Purpose

- The role of the audit committee, is to assist the Board in fulfilling its oversight responsibilities for the financial reporting process as effective stewards of the Board's resources through adequate accountability and transparency. To this end, this committee by legislative mandate under Section 142(1) of the *Education Act* must be dedicated to recommending external auditors to the board; reviewing the annual financial statements of the Division and reporting their status to the board and attend to other matters that the Board may determine to be of importance through the establishment of this committee.

1.4.2. Powers and Duties

The audit committee will carry out the following responsibilities:

- Financial Statements:
 - Review significant accounting and reporting issues, including complex or unusual transactions;
 - Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and,
 - Review with management and the auditors all matters required to be communicated to the Board of Trustees.
- Internal Control:
 - Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and,
 - Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
 - Review current administrative procedures related to financial practices and processes. Direct management to revise existing administrative procedures or create new administrative procedures, as deemed necessary, within the financial resources available.
- External Audit:
 - Participate in the review of the External Audit Tender Responses, once every five years;
 - Provide a recommendation to the Board of Trustees for appointment of the auditors;
 - Review the auditor's proposed audit scope and approach;
 - Review with management and the auditors the results of the audit, including any difficulties encountered, including internal and external school audits;
 - Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors

- and the School Division, including non-audit services, and discussing the relationship with the auditors;
- Meet separately from management, with the auditors to discuss any matters that the audit committee or auditors believe should be discussed privately; and
- Review the performance of the external auditors and provide a recommendation to the Board of Trustees for reappointment or discharge of the auditors.
- Compliance:
 - Review the findings of any examinations by regulatory agencies, and any audit observations; and,
 - Obtain regular updates from management and legal counsel regarding compliance matters, as required.
- Risk Management:
 - Awareness that risk management systems are reasonably utilized, as intended, allowing the Division's objectives to be met.

1.4.3. Membership

The audit committee will consist of the following members:

- Three members from the Board of Trustees and one alternate, each of whom will serve a one-year term, as assigned at each Organizational Meeting of the Board. A Trustee will serve a maximum of three consecutive terms on this committee, before a mandatory break is observed. One of the Trustees shall act as chair of the audit committee;
- Superintendent or designate;
- Secretary-Treasurer;
- Under Section 142 (2) of the Education Act, the Audit Committee shall include at least two members who are not trustees. These public members; shall be independent to the Division, have no relationship to the audit firm contracted by the Board, and who are financially literate. The Members of the public may serve up to 5 years on this committee. In order to achieve continuity, the Board of Trustees may extend the term of the public members by a resolution.
- The audit committee members shall be compensated as follows:
 - Elected School Trustees (as per Board Policy);
 - Public member (amount equal to trustee per diem).

1.4.4. Meetings

- The audit committee will meet at least three times per year, with authority to convene additional meetings, as circumstances require. The audit committee will meet regularly in March/April, June and November;
- The June meeting focuses on planning for the annual financial audit. The November meeting focuses on the review of the draft audited

financial statements for the year ending August 31, with the intent a recommendation for approval can be taken to the Board of Trustees at the last regular meeting of November for public presentation. The March meeting focuses on follow up of audit recommendations. All audit committee members are expected to attend each meeting;

- Minutes of meetings will be prepared. Audit committee reports shall be provided at a meeting of the Board of Trustees.

1.5. The Board Planning Session Committee helps to determine the agenda for the planning session taking place that year.

1.5.1. Membership

- Three members from the Board of Trustees and one alternate as well as the Superintendent shall be part of this committee;
- Compensation for this committee is part of the annual honoraria.

1.6. Awards Committee

1.6.1. Laura Bird Beacon of Hope Memorial Award

1.6.1.1. Purpose

- To review nominations if any, for consideration and recommendation to the Board of Trustees. Should there not be any nominations, the Board may determine to issue a nomination itself.

1.6.1.2. Membership

- Three members and one alternate from the Board of Trustees, as assigned at each Organizational Meeting of the Board as well as the Superintendent shall be part of this committee.

1.6.1.3. Meetings

- This meeting will take place as necessary, prior to the last regular meeting of the Board, to review nominations if any, for consideration and recommendation to the Board of Trustees.

1.6.2. Provincial Association Awards

1.6.2.1. Purpose

- To review nominations recommended by trustees or determine through deliberation of the committee, appropriate nominations for awards according to awards criteria that has been established by ACSTA, ASBA, and ASCA.
- To bring any appropriate award nominations for these provincial associations back to the Board for approval.

1.6.2.2. Membership

- Three members from the Board of Trustees as well as the Superintendent shall be part of this committee.

1.6.2.3. Meetings

- Meetings to select possible recipients will take place as necessary for ASCA, ACSTA and ASBA awards.

1.7. First Nations, Métis and Inuit Leadership Committee

1.7.1. Purpose

- To build relationships with inter-agencies and communities that represent, support, and promote Indigenous Education.
- To support schools to educate parents about what our division is doing to further the Canadian Commission's Calls to Action for Truth and Reconciliation (2012).

1.7.2. Membership

- Three members of the Board of Trustees and one alternate; Superintendent; Assistant Superintendent, Manager of Communications, Director of Education of Alexander First Nation Kipohtakaw jurisdiction, Elders from Alexander First Nation and the Métis Nation of Alberta, and other community members who represent and advocate for the interests of indigenous students.

1.7.3. Meetings

- The committee meets approximately 3-4 times throughout the year.

1.8. Policy Review Committee

1.8.1. Purpose

- Review Board Policies and recommend proposed revisions for Board consideration.
- Initiate and present new policies.

1.8.2. Powers and Duties

- Review each Board Policy at least once every two years as per Board Policy 10 – Policy Making.
- Review Board Policy suggestions provided by the Board (via the Policy Change Request Form) and stakeholders.
- Develop Board Policy change recommendations.
- Develop Board Policies as needed.

1.8.3. Membership

- Three members of the Board of Trustees and the Superintendent and/or designate (as required).

1.8.4. Meetings

- Review each Board Policy at least once every two years as per Board Policy 10 – Policy Making.
- Review Board Policy suggestions provided by the Board (via the Policy Change Request Form) and stakeholders.

- Develop Board Policy change recommendations.
- Develop Board Policies as needed.

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

At the request of the Board of Trustees, the Superintendent may appoint resource personnel to work with committees, and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.