

BOARD REPRESENTATIVES

In response to requests from external organizations or agencies, the Board will give consideration to naming representatives to various external Boards or committees. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Board and other organizations.

The Board may inactivate representation on one or more committees, from year to year, as required.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with representatives and shall determine roles, responsibilities and reporting requirements of resource personnel.

The Board may add or inactivate one or more committees, from year to year, as required.

The following committees may have a Board representative as identified at the annual Organizational Meeting:

1. ACSTA (Alberta Catholic School Trustee's Association)

1.1. Purpose

- Represent the Board as Director at ACSTA Board of Directors meetings for the advocacy of Catholic Education

1.2. Powers and Duties

- Attend Board of Directors meetings
- Represent the Board's positions and interests at the Director's meetings
- Communicate to the Board the work of ACSTA

1.3. Membership

- Two Trustees (one as a representative; one as an alternate)

1.4. Meetings

- As called by ACSTA

2. ASBA Zone 2/3 (Alberta School Board's Association Zone 2/3)

2.1. Purpose

- Represent the Board at meetings of ASBA Zone 2/3

2.2. Powers and Duties

- Attend ASBA Zone 2/3 meetings
- Represent the Board's positions and interests at the Zone level
- Communicate to the Board the work of ASBA Zone 2/3

2.3. Membership

- Two trustees (one as a representative; one as an alternate)

2.4. Meetings

- As called by ASBA Zone 2/3.

3. ASBA Second Languages Caucus and Task Force

3.1. Purpose

- Represent the Board at the ASBA Second Languages Caucus and Task Force meetings to advocate for second language education in the province

3.2. Powers and Duties

- Attend meetings of the ASBA Second Languages Caucus and Task Force as required
- Represent the Board's position regarding second language education (staff recruitment, curriculum)
- Communicate to the Board the work of ASBA Second Languages Caucus and Task Force

3.3. Membership

- Two trustees (one as a representative; one as an alternate)

3.4. Meetings

- Semi-annually

4. Business Liaison

4.1. Purpose

- Attend meetings of community business associations

4.2. Powers and Duties

- Liaise with business groups
- Represent the Board's position on economic development of partner municipalities

4.3. Membership

- Two Trustees per municipality (one as a representative; one as an alternate)
 - Superintendent and/or designate
- 4.4. Meetings
- Monthly
5. Education Foundation
- 5.1. Purpose
- This volunteer foundation's purpose is to enrich the learning opportunities of all our students formed by a volunteer community board without the assistance of a professional fundraiser.
- 5.2. Membership from the Board
- At least one member of the Board of Trustees to act as a liaison to the Board
6. Rural Caucus of Alberta School Boards (RCASB)
- 6.1. Purpose
- The purpose of the RCASB is to speak with one voice for rural school boards and create an awareness of the many issues faced in providing education to students in rural Alberta.
- 6.2. Membership from the Board
- One member of the Board of Trustees to act as a liaison between the Board and the Association
- 6.3. Roles and Responsibilities
- Represent the Board at meetings convened by the Rural Caucus
- 6.4. Meetings
- Two meetings with one to be held conjunction with the ASBA SGM and one in conjunction with the ASBA FGM
7. Teacher Employer Bargaining Association (TEBA)
- 7.1. Purpose
- TEBA was established under the Public Education Collective Bargaining Act (PECBA) for the purpose of bargaining collectively with the Alberta Teachers' Association.
- 7.2. Membership from the Board
- At least one member of the Board of Trustees to act as a liaison between the Board and the Association
- 7.3. Roles and Responsibilities

- TEBA Trustee Representatives are encouraged to be familiar with PECBA and Public Education Collective Bargaining Regulations (PECBR).
- No individual may be designated as a Trustee Representative if the individual has a pecuniary interest.
- A Trustee Representative shall exercise full and final authority on behalf of their school board that they represent.
- Alternate Trustee Representatives are not permitted pursuant to section 16(4) of PECBA.
- TEBA Trustee Representatives are responsible for voting to ratify a central table agreement (weighted ballot) and voting to approve any bylaw amendments (simple majority).
- Every Trustee Representative must comply with the code of conduct provided for in schedule 1 of PECBR. Specifically, Trustee Representatives:
 - must act in a manner consistent with PECBA, PECBR, TEBA bylaws and policies of the TEBA Board of Directors.
 - unless authorized by TEBA'S Board of Director's Chair, Trustee Representatives must keep confidential any information provided or discussed at meetings held of the TEBA Board of
 - Directors or Representative Committee as well as any discussions regarding TEBA business that arise outside a TEBA Board of Directors meeting or meeting of the Representative Committee. The responsibility of maintaining confidentiality ensures that information is not directly or indirectly made available to unauthorized persons. If authorized to discuss TEBA matters, Trustee Representatives must ensure that the discussion is held in-camera.
 - must openly declare a conflict of interest, including a pecuniary interest before the TEBA Board of Directors and exclude themselves from the meeting and must not vote on the matter.
 - have a fiduciary responsibility to TEBA that supersedes any other conflicting loyalty.
 - must come prepared for the meetings and maintain the highest standards of meeting etiquette, including civility and respect for others.
- Each school board is responsible for the travel expenses incurred by their TEBA Representative during the course of their TEBA duties as a trustee representative.

Revised: February 15, 2010, March 15, 2010, January 17, 2011, January 16, 2012, June 24, 2013, January 13, 2015, July 7, 2015, September 8, 2015, January 16, 2017, October 30, 2017, July 3, 2018