

COMMITTEES OF THE BOARD

Committee Name: Audit Committee

Committee Type: Standing

Date Approved: Draft

Date Amended:

Purpose:

To assist the Board of Trustees and the Superintendent of Schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAAP compliance), and monitoring the District's compliance with laws and regulations pertaining to the financial operations.

Composition:

The Audit Committee will consist of the following members:

- a. One member Trustee (excluding the Chairperson and Vice-Chairperson) from the Board one of whom shall act as chair of the Audit Committee; and,
- b. Three members of the general public (one must be a Certified Accountant, CGA, CMA, or CA), who are independent to the District, have no relationship to the audit firm.

Term of General Public Members:

The term for members from the general public will be two years.

Compensation:

The Audit Committee members from the general public shall be compensated based on a per diem rate.

Resources:

- a. The Director of Corporate Services will provide assistance to the committee as deemed necessary.
- b. The Audit Committee may have access to other third party expertise as deemed necessary.

Meetings:

The Audit Committee will meet at least twice a year, with authority to convene additional meetings, as circumstances require. All Audit Committee members are expected to attend

each meeting, in person or via tele-conference. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors and executive sessions.

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

Authority:

The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- a. With the consent of the Board of Trustees, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
- b. Seek any information it requires from employees – all of whom are directed to cooperate with the committee’s requests – or external parties; and
- c. Meet with District officers, external auditors or outside counsel, as necessary.

Responsibility:

The Audit Committee will carry out the following responsibilities:

Financial Statements:

- a. Review significant accounting and reporting issues, including complex or unusual transactions;
- b. Review with management and the auditors the results of the audit, including any difficulties encountered;
- c. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and,
- d. Review with management and the auditors all matters required to be communicated to the School Board.

Internal Control:

- a. Consider the effectiveness of the District’s internal controls over annual reporting, including information technology security and control; and
- b. 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.

Audit:

- a. Review the auditor’s proposed audit scope and approach
- b. Review the performance of the auditors, and provide a recommendation to the School Board the final approval on the appointment or discharge of the auditors;
- c. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the School District, including non-audit services, and discussing the relationship with the auditors; and,

- d. On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

Compliance:

- a. Review the findings of any examinations by regulatory agencies, and any audit observations; and,
- b. Obtain regular updates from management and company legal counsel regarding compliance matters.

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Committee Name: Finance Committee
Committee Type: Standing

Date Approved: Draft
Date Amended:

Purpose

The Finance Committee has a mandate to act as an overseer and in an advisory capacity with respect to all financial matters of the Board, as defined by the following activities_

1. Evaluate, approve and present the draft budgets, both operating and capital, to the Board for consideration and approval.
2. Monitor all aspects of the financial operation of the Board over the fiscal year.
3. Review the financial statements at least quarterly.
4. Review the audited financial statements prior to presentation to the Board.
5. Consider any expenditures outside of the approved budget for consideration by the Board.
6. Monitor the funding received from the GNWT and City of Yellowknife and make recommendations as required.
7. Investigate sources of revenue.
8. Recommend the auditor to the Board for approval.

Reporting

The Committee Chair shall provide timely reporting to the Board, by verbal or written report, for inclusion in the next Board of Trustees Meeting.

Committee Name: Negotiations Committee
Committee Type: Ad Hoc

Date Approved: Draft
Date Amended:

Purpose

The Negotiations Committee is formed prior to the commencement of negotiations of each collective agreement in order to provide Board representation at bargaining sessions. The Negotiation Committee will be disbanded when that specific collective agreement has been ratified. The Committee conducts the following activities:

1. Review the collective agreement under consideration.
2. Work with the superintendent, and/or designate to prepare the Board's proposals.
3. Retain and consult with a professional negotiator for bargaining sessions.
4. Perform at-table negotiations with the professional negotiator.
5. Recommend action by the Board.

Reporting

The Committee Chair shall provide timely reporting to the Board, by verbal or written report, for inclusion in the next Board of Trustees Meeting.

Committee Name: Policy Committee
Committee Type: Standing

Date Approved: Draft
Date Amended:

Purpose

The Policy Committee has a mandate to review, revise and develop all Board policies, in consultation with administration, and to conduct the following activities and approval process:

1. Review any concern and make recommendations on issues that are related to legislative matters.
2. Make suggestions to the Board for revision or deletion of policies
3. Review new policies that are submitted by administration or other committees of the Board and make recommendations to the Board for approval in the following manner.
4. Present the draft policy to the Board for discussion and approval in principle.
5. Make the draft policy available to stakeholders for comment.
6. Amend the draft policy as required and present it to the Board for final approval.

Note: In instances where a policy proposal may impact upon any of the collective agreements under negotiations, any actions on such proposals will be deferred until completion of the negotiations.

Reporting

The Committee Chair shall provide timely reporting to the Board, by verbal or written report, for inclusion in the next Board of Trustees Meeting.

Committee Name: Public Relations Committee
Committee Type: Standing

Purpose

The Policy Committee has a mandate to coordinate effective communication between the Board and the public, to conduct the following activities process:

1. Formulate a public relations plan and submit it to the Board for approval.
2. Oversee the implementation of the plan and report progress to the Board.
3. Monitor the effectiveness of the plan and make recommendations for revision to the Board.
4. Meet at least quarterly with the Communications Officer to review communications initiatives.

Reporting

The Committee Chair shall provide timely reporting to the Board, by verbal or written report, for inclusion in the next Board of Trustees Meeting.

Committee Name: Teacher-Board Advisory Committee
Committee Type: External

Date Approved: Draft
Date Amended:

Purpose

The Teacher-Board Advisory Committee is to consider matters of concern relating to school affairs, including proposed educational policy changes and changes in conditions of professional service, and communicating thereon the views of the respective parties. The committee shall also consider matters designed to improve the teaching and learning situation, or other matters of interest or concern.

The Board chairperson shall select two Trustees to serve on the committee in accordance with the Collective Agreement between the Board and the Northwest Territories Teachers' Association.

Reporting

The Board Member Representative shall provide timely reporting to the Board, by verbal or written report, for inclusion in the next Board of Trustees Meeting.