

## Policy 8

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### COMMITTEES OF THE BOARD

The Board establishes committees to assist in the governance of the District, and achieving the Board's goals. The role and responsibilities of committees are to:

1. Investigate matters referred to them by the Board;
2. Act in an advisory capacity to the Board; and
3. Prepare recommendations for Board consideration.

All committees that are under the control of the Board serve at the pleasure of the Board, and may be disbanded at any time by a decision of the Board. All meetings of the committees of the Board are open to the public, unless the committee is required to convene in camera.

#### **There will be three types of committees:**

1. Standing Committees are ongoing committees that the Board has identified as being necessary to assist in the proper governance of the District. The functions of a Standing Committee are to:
  - 1.1. research,
  - 1.2. inquire into,
  - 1.3. conduct comprehensive discussion of,
  - 1.4. advise, and
  - 1.5. prepare recommendations to the Board,

on items identified within its mandate and any matters referred to it by the Board. A Standing Committee has no powers other than those granted to it by the Board. All Standing Committees report to the Board.

(Note the Committee of the Whole is a special type of Standing Committee, and is not governed by this policy. The Committee of the Whole terms of reference are defined in Policy 5.)

2. Ad Hoc Committees are committees established by the Board to complete a specific task. After the task has been completed and the committee submitted a completion report to the Board, the Ad Hoc Committee shall be disbanded. An Ad Hoc Committee has no powers other than those granted to it by the Board. All Ad Hoc Committees report to the Board.
3. External Committees are committees:
  - 3.1 not under the authority of the board,

- 3.2 where the board has an interest or obligation, or is requested to contribute,
- 3.3 where at least one YK1 trustee participates as a member of the committee

External Committees may be initially formed by the Board or by external organizations

The purpose, governance, authority and reporting structure of External Committees is generally determined by the originating organizations, or by mutual agreement of the participating organizations

A Board representative(s) on an External Committee would keep the Board informed of the activities of their respective Committee

**Each Standing and Ad Hoc Committee shall:**

1. Consist of Board representation as appointed by the Chairperson;
2. Will include up to three Trustees and additional lay members and/or other support members may be appointed as required by the committee's terms of reference;
3. Have a chairperson selected by the members of the Committee;
4. Determine the place, date and time of meetings, and advise the Board;
5. Provide reports to the Board;
6. When providing recommendations to the Board for consideration, such recommendations shall be in writing;
7. Permit other Board Members, including the Chairperson, to attend Committee meetings and participate in the discussion as non-voting committee members, and
8. Have access to the superintendent or designate(s) as resources.

**The Committee chairperson shall take leadership in the activities of the Committee, by:**

1. Calling the meetings and providing notification of the place, date, time, and the purpose of the meeting to all Board Members;
2. Acting as the contact person for the Committee;
3. Ensuring that all matters referred to the Committee are pursued;
4. Ensuring that all deadlines are met; and
5. Ensuring Committee Reports are included in the agenda packages for Board Meetings.

The following is the current list of Standing, Ad Hoc and External Committees:

Standing Committees

- Finance Committee
- Policy Committee
- Public Relations Committee
- Audit Committee

Ad Hoc Committees

- Negotiations Committee

External Committees

- Teacher-Board Advisory Committee
- Deferred Salary Leave
- Joint PD

Terms of Reference for the current list of Standing, Ad Hoc and External Committees are attached as an appendix to this Policy.

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