

**COMMITTEES OF THE SCHOOL DIVISION BOARD OF TRUSTEES****Responsibilities**

1. The committees of the Board shall be responsible for policy recommendations to the Board on all matters under their jurisdiction and on all matters referred to them by the Board.
2. Committees shall consist of three members, unless otherwise specified, appointed as soon as possible after the inaugural meeting of the Board. A quorum shall be a majority of the committee. **Rev 25 Mar 98 (177)**
3. The Board Chair is a member of all committees as an ex-officio. **10Mar 80(128);Rev 15Oct 85**
4. Committees are required to meet during the year. The committee chair shall call the meetings or shall designate one of the administrators to call the meeting. These meetings shall not be open to the public except by invitation. **Rev 25 May 93 (217)**
5. Committees shall be responsible for working with the appropriate administrator(s) in drafting budget proposals.
6. Committees, in consultation with appropriate administrators, shall recommend to the Secretary-Treasurer and Finance Committee, preliminary estimates of annual budget requirements.
7. Committees shall present a written report of all recommendations to the Board.
8. Committees shall make no statement, commitment, or press release dealing with Board policies, actions or plans unless approved by the Board.
9. Committees shall deal with items deemed to be within their jurisdiction and make recommendations thereon to the Board.
10. Committees of the Board may be struck for specific purposes, as required, and shall be discharged upon completion and acceptance of their written report by the Board.

**Duties of Education Development Committee**

1. Shall, in co-operation with the Superintendent and/or Co-ordinator of Student Services be responsible to recommend policies for the Board's consideration regarding educational matters.
2. Shall, in co-operation with the Superintendent and/or Co-ordinator of Student Services, make recommendations to the Board regarding educational programming, staffing needs, and educational supplies and equipment.
3. Shall, in conjunction with the Superintendent, and/or Co-ordinator of Student Services, be involved in the selection of educational staff as per Staff Selection and Recruitment Policy.

### **Duties of Finance Committee**

1. Shall, in co-operation with administrators, present budget proposals to the Board and make recommendations thereon. 25 Feb 97(126)
2. Shall approve all vouchers for payment as prepared by the Secretary-Treasurer. 28 Oct 85; Rev 23 Feb 88
3. Shall, in conjunction with the Secretary-Treasurer, be involved in the selection of Division Office Staff as per Staff Selection and Recruitment Policy.
4. Shall present to the Board, requests for expenditures not included in the approved budget. 25 Feb 97(126)
5. Shall receive and submit to the Board as deemed necessary after the adoption of the annual budget a report on forms designed by the Secretary-Treasurer, showing the financial position of the Division to date.
6. Shall monitor and report on all claims or potential claims against or filed on behalf of the Division. 14 Nov 00 (20)
7. Shall be responsible, in co-operation with the Secretary-Treasurer, for investigating and recommending procedures with respect to adequate insurance policies on all properties and operations of the Division.
8. When the position of Secretary-Treasurer is filled at a time of the year other than the fiscal year end, the division shall require an interim audit from the end of the last fiscal year.

Rev 9/2/81; Rev 28 Oct 85; Rev 22 Sep 87(455); Rev 23 Feb 88; Rev 12/6/90; Rev 23 Nov 93; Rev 28 Jun 94; Rev 25 Feb 97(126); Rev 14 Nov 00 (20)

### **Duties of Negotiation Committee**

1. Shall, in co-operation with the Secretary-Treasurer, be responsible for negotiating collective agreements.
2. Shall keep the Board informed and make recommendations as negotiations progress.
3. Meet, prior to March 31<sup>st</sup>, with all personnel on personal contracts to review the terms of the contracts and with representatives of non-union employee groups to review salary scales and benefits and present recommended amendments for the Board's consideration prior to May 30<sup>th</sup>.

18 Jan 88(87); Rev 23 Nov 93; Rev 9 Nov 04(78)

### **Duties of Policy and Planning Committee**

1. Review existing policy manual (content & format) each school year that begins in an odd numbered calendar year and make recommendations for consideration to the Board.
  2. Develop new policy for the Board's consideration when required.
  3. Review specific issues as directed by the Board.
  4. Plan professional development activities and educational programs for the Board.
- 25 Mar 97; Rev 27 Jan 98(106); Rev 27 Feb 01(126); Rev 9 Nov 04 (77)

### **Duties of Transportation/Maintenance Committee**

The Transportation/Maintenance Committee shall:

1. In co-operation with the Maintenance Supervisor, be responsible for the development of budget proposals for the maintenance of building sites and grounds, owned or operated by the school division.
2. In co-operation with the Transportation Supervisor, be responsible for development of a budget proposal in regard to supplies and equipment required for the maintenance of the transportation system.
3. Designate and approve each bus route and driver no later than October 31st of each year. Any changes will be authorised by the Transportation Supervisor and reported monthly to the Committee. Rev 13 Oct 98 (384); Rev 9 Nov 99 (14)
4. In conjunction with the appropriate administrator, be involved in the hiring of custodial and transportation staff as per Staff Selection and Recruitment Policy.
5. In conjunction with the Maintenance Supervisor, and Principal, be responsible for the planning and developing of grounds and recreational facilities.
6. Make recommendations for the proper maintenance, repair, and care of all buildings and grounds owned or operated by the Division.

Rev 23 Apr 96; Rev 13 Oct 98 (384); Rev 9 Nov 99(14)