

## Section 1 – Board Governance



## 2.5 – Board Committees Representation and Annual Workplan

### 2.5 Board Committees Representation and Annual Workplan

#### Purpose

The Board of Education of School District No. 68 (Nanaimo-Ladysmith) believes that the best decisions are supported by the provision of information, rigorous discussion and debate and the inclusion of a diversity of voices. The Board also believes that it has a responsibility to connect to organizations in the broader community to ensure the visibility of the Board and provide feedback to our external partners.

#### Guidelines/Objectives

This Policy creates the structure to provide opportunities for the Board and our wider community to be informed and provide feedback on issues prior to arriving at the Board for decision. This Policy also outlines the process by which Board representation is chosen for external committees. Finally, to enhance transparency this Policy creates a requirement for the Board to adopt a yearly workplan on when issues are typically brought before the Board.

#### Process

##### 1. Standing Committees

- 1.1. The Board shall have two (2) standing committees as follows:
  - a Education Committee
  - b Business Committee
- 1.2. The purpose of the Education Committee shall be to address items related to educational programs and services.
- 1.3. The purpose of the Business Committee shall be to address items related to facilities, finance, legislative and compliance issues and human resources.
- 1.4. Standing Committees shall be comprised of all Members of the Board, one of whom shall be elected by the Board at the Inaugural and subsequent Annual Meetings. The Chair of the Board shall not be eligible to Chair a Standing Committee. Each Standing Committee shall have a Vice-Chair elected by the Committee at the Annual Meeting of the Board.
- 1.5. The NDTA, CUPE - Local 606, NSAA, District Parent Advisory Committee (DPAC), and Leaders for Learning shall be invited to name one (1) representative to open meetings of the Standing

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Education and Business Committees as an Advisory Resource. Such representatives may sit as Standing Committee Members with "Voice but no Vote".

- 1.6. Standing Committees shall be governed by Policy 2.6 – Board Meeting Procedures.
- 1.7. The Standing Committee Chair, Vice-Chair, Secretary-Treasurer and Superintendent shall establish items on the agenda for each Standing Committee Meeting. The agenda shall align with the Board's Annual Work Plan.
- 1.8. No report, order or decision of a Standing Committee comes into force until the Board at a Regular or Special Meeting adopts it.

### 2. Advisory Committees

- 2.1. As need arises, the Board may appoint Advisory Committees for such purposes as it may deem necessary. Advisory Committees may be created by Board motion or as a result of a Board Policy. The Chair of the Board shall designate one of the Members of the Board as Chair.
- 2.2. Advisory Committees shall include the Superintendent or designate(s) and may include other non-Board members, as well as Board Members.
- 2.3. Advisory Committees shall provide regular updates on their meetings and activities to the Board or to the appropriate Standing Committee as provided by each Advisory Committee's terms of reference.
- 2.4. Advisory Committee terms of reference shall be determined by the Board and their processes are not subject to Policy 2.6 – Board Meeting Procedures.

### 3. Ad Hoc Committees

- 3.1. As need arises, the Board may appoint Ad Hoc Committees for such purposes as it may deem necessary and the Chair of the Board shall designate one of the Members of the Board as Chair.
- 3.2. Ad Hoc Committees shall include the Superintendent or designate(s) and may include other non-Board members, as well as Board members.
- 3.3. Each Ad Hoc Committee may provide regular updates on its meetings and activities to the Board and, at the conclusion of its work, shall present a final written report to the Board.
- 3.4. Ad Hoc Committee terms of reference shall be determined by the committee and their processes are not subject to Policy 2.6 – Board Meeting Procedures.
- 3.5. Unless otherwise directed by the Board, Ad Hoc Committees are dissolved as soon as they have presented their final written report to the Board.

### 4. Board Workplan

- 4.1. Each September the Board shall adopt a workplan brought forward by the Chair in consultation with all trustees.
- 4.2. The workplan should reflect issues associated with the Board's strategic plan as well as statutorily required items.

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- 4.3. The workplan shall highlight the timing and appropriate meeting where issues will be presented.
- 4.4. The workplan will guide Board agendas and determinations by the Chair and Chairs of the Business and Education Committee as to the inclusion of items on their respective agendas.

### 5. Board Representatives to Other Bodies

- 5.1. As soon as is practicable following its Annual Meeting each year, the Board shall name Members of the Board as Representatives to such Joint Committees, Organizational/Agency Boards/Commissions, Representative Meetings and Other Internal and External Bodies as it deems necessary to effectively represent the interests of the Board and to discharge its business.
- 5.2. Board Member Representatives to Other Bodies may express their personal views, engage in discussion, problem resolution and generation of proposals and recommendations but shall provide no advice or recommendation on behalf of the Board or commit the District to adopt any recommendation, allocate resources or take any action that has not been approved by the Board.
- 5.3. Board Member Representatives to Other Bodies shall provide a brief written report to the Board following each meeting of the Other Body or semi-annually should the entity not meet regularly.

<b>Legal References:</b>	School Act 65(2)(a)
<b>Monitoring Method:</b>	<i>Internal Reports/Board and Superintendent</i>
<b>Monitoring Frequency:</b>	<i>Annual</i>
<b>Adopted:</b>	<i>2012.12.10</i>
<b>Amended:</b>	