Coast Mountains Board of Education School District 82

SECTION 5000: GOVERNANCE

POLICY 5030: COMMITTEE STRUCTURE

- *Date Adopted: June 12, 2013*
- *Date Reviewed: June 13, 2018*

POLICY

The Governance Bylaw provides for the organization and operation of the Board, and allows for the formation of Board Committees.

Much of the daily work in a school district is carried out by committees. The work of committees is valued by the Board of Education and considered to be a key element in a decision-making process, which considers the input of all partner groups.

The following regulations are designed to clarify committee roles, jurisdictions, and membership.

PROCEDURES

1. All District Committees are either advisory or consultative, following these definitions:

    a. Advisory Model:

        i. An Advisory Committee is responsible for offering advice and making recommendations.

        ii. Although an Advisory Committee is not a decision-making group, there is an expectation that significant weight is placed on the advice and recommendations provided to the Board by such a committee.

    b. Consultative Model:

        i. A Consultative Committee or Working Group provides expertise, but is not a decision-making body.

        ii. The Board might seek sources of expertise other than a Consultative Committee before making a decision.

PROCEDURES *(continued)*

2. All Board of Education Committees are Standing Committees, Liaison Committees, or District Working Committees of the Board, formed as follows:

    a. The Board Chair will appoint members to the two Standing Committees (the Education Committee and the Business Committee).

    b. Standing Committees and Liaison Committees will be listed and circulated at the beginning of each school year.

    c. District Working Committees are formed at any time at the request of one of the Standing Committees:

        i. The Standing Committee Chair, in consultation with the Board Chair, is to complete the prescribed form for the creation of the Working Committee and submit the completed form in draft to the Secretary Treasurer.

        ii. The Board will consider, amend and adopt the Working Committee mandate and membership.

        iii. When the Working Committee is brought to closure, it is the responsibility of the Chair to inform the Secretary Treasurer for finalization through Board approval.

3. Board Standing Committees:

    a. Education Committee:

        i. Model: Advisory

        ii. Type: Standing Committee of the Board

        iii. Mandate: To meet with the Superintendent of Schools, the Director of Instruction, and other appropriate staff to review and recommend to the Board, policies and actions pertaining to:

            - Achievement Accountability
            - Educational Programs
            - Student Services
            - Schools
            - Other matters referred by the Board

        iv. Contact: Superintendent of Schools

PROCEDURES

    a. Education Committee: *(continued)*

        v. Membership:
- Three (3) Trustees
- Superintendent of Schools
- Principal Representatives (2)
- Directors of Instruction (2)
- Regional Aboriginal Education Advisory Committee Representatives (4)
- Teacher (CMTF) Representatives (2)
- Support Staff (CUPE) Representative
- District Parent Advisory Council Representatives (2)

    b. Business Committee:

        i. Model: Advisory

       ii. Type: Standing Committee of the Board

      iii. Mandate: To meet with the Superintendent of Schools, the Secretary-Treasurer and other appropriate staff to review and recommend to the Board, policies and actions pertaining to:
- Financial Accountability and Long-Range Planning
- Facilities and Transportation Services
- Board Bylaws
- Business Services
- Human Resources
- Other matters referred by the Board

      iv. Contact: Secretary-Treasurer
- Membership: Three (3) Trustees
- Superintendent of Schools
- Secretary-Treasurer

4. Liaison Committees

    a. Liaison Committees provide a liaison function and deal with advancing information and processes, to facilitate different organizations working together.

5. The Board Chair is a member ex-officio of all committees.