



## **POLICY 140 BOARD COMMITTEES**

The Board of Education of School District No.27 (Cariboo-Chilcotin) considers functioning committees to be a key element in assisting the Board in their governance function. The Board values the work of committees as one mechanism to consider the input of all stakeholder groups.

The School Act authorizes the Board to establish committees and to specify the functions and duties of those committees. Committees of trustees or individual trustees may not exercise the rights, duties and powers of the board.

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

### **Guidelines**

#### **1. Function of Committees: How They Operate**

- 1.1. Advisory (offering advice or making recommendations). Although not a decision-making group, there is an expectation that significant weight is placed on the advice provided to the Board by such a committee.
- 1.2. Consultative (taking into consideration). A consultative committee provides expertise but does not offer advice or make recommendations. The Board may seek additional sources of expertise in relation to a decision.

#### **2. Types of Committees: How They Are Formed**

- 2.1. Standing committees are ongoing committees, meeting on a regular basis to review, advise, consult or recommend to the Board as a whole.
- 2.2. Working or Ad Hoc committees are generally of a temporary nature, established by the Board or a Standing Committee to accomplish a particular task or to oversee a project or initiative.

#### **3. The Board Chair will appoint trustees to the standing and working committees as per the Board's Procedural Bylaw and designate a committee chair, except in the case of the First nations Education Council.**

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

#### **4. A record, or minutes, containing a summary of the matters discussed, input received, and any recommendations to the Board shall be provided, in writing, by the**

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Standing Committee Chair to the Board at the first Board meeting following a Standing Committee Meeting.

5. No action of any committee of the Board shall be binding on the Board until the action is formally approved by the Board.
6. The Board encourages partner groups to send representatives to Standing Committee meetings. Typically, the following groups participate:
  - Principal (CCPVPA)
  - Teacher (CCTA)
  - Support Staff (IUOE)
  - District Parent Advisory Council
  - First Nations Representative – appointed by the First Nations Education Council
  - Secondary School Student Representatives
7. Board Standing Committees are open to public attendance; however, if, in the opinion of the Board in accordance with its Procedural Bylaw, the public interest so requires, persons other than trustees may be excluded from a meeting.
8. Education Committee

Model: Advisory

Type: Standing Committee of the Board

Mandate: To review, advise or recommend policies and actions pertaining to: student achievement, district accountability, educational goals, programs, educational technology, student support services, safe and caring schools, and health services.

Contact: Superintendent

Membership: Three trustees

Supported by: District staff as required

## 9. Policy Committee

Model: Advisory

Type: Standing Committee of the Board

Mandate: To keep bylaws and policies current, through regular review and revisions and to make recommendations on the development of new Board Policies.

Contact: Superintendent and/or Secretary Treasurer

Membership: Initial composition, Board of the Whole

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Supported by: Other resource persons as required

#### 10. Finance Committee & Facilities and Transportation Committee

Model: Advisory

Type: Standing Committee of the Board

Mandate: To address matters pertaining to budget development and review, risk management and internal controls, financial health, purchasing, the allocation of operating reserves, audits, long-range facility planning, matters of facility design, construction and alteration, maintenance of buildings and grounds, facility leases, dispositions and acquisitions of facilities and land, community use of facilities, and transportation services..

Contact: Secretary Treasurer

Membership: Three Trustees

Supported by: The Budget Working Committee

#### 11. First Nations Education Council (FNEC)

Model: Advisory

Type: Standing Committee of the Board

Mandate: To meet with and advise the Board of Education, Superintendent and/or District Staff in the First Nations Education Department to ensure that students of First Nations ancestry have an opportunity to gain an education that meets their academic needs while respecting and enhancing their culture and heritage as First Nations people and to review, advise and recommend to the Board policies and actions pertaining to:

- i Enhancement Agreement Development and Implementation
- ii Reports regarding First Nations Education as required by the Ministry
- iii Targeted funding budgets for First Nations students
- iv Other matters referred by the Board or FNEC

The Council will also, as requested, review, advise and recommend to District Staff in the First Nations Education Department on matters pertaining to:

- i Academic needs of First Nations students
- ii Targeted funding expenditures
- iii Other matters referred by the First Nations Education Department or FNEC

Contact: Superintendent of Schools

Membership: Two trustees

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Director of Instruction (Education Services)  
District Principal (First Nations Education)

One representative or alternate from each of the following Bands, confirmed by Band Council Resolution:

1. ?Esdilagh (Alexandria)
  2. Tsi Del Del (Alexis Creek)
  3. Eskêtemc First Nation (Alkali Lake)
  4. Tl'etinqox-T'in Government Office (Anaham)
  5. Tsq'escen' (Canim Lake)
  6. Stswecem'c/Xagat'tem (Canoe Creek/Dog Creek)
  7. Xení Gwet'in First Nation (Nemiah)
  8. Xats'ull (Soda Creek)
  9. Yunesit'in Government (Stone)
  10. Tl'esqox (Toosey)
  11. Ulkatchot'en (Ulkatcho)
  12. T'exelc (Williams Lake)
- Cariboo Chilcotin Métis Association Rep
  - Principals' Association (CCPVPA)
  - Teachers' Association (CCTA)
  - Support Staff Union (IUOE)
  - District Parent Advisory Council (DPAC)
  - And two school student reps of First Nation, Métis or Inuit Ancestry

A committee chair and vice-chair will be elected by the membership of the Committee. Council Chair and/or Vice-Chair will assist in setting the agenda of the Committee.