COMMITTEES OF THE BOARD

The Board may establish committees to assist with its work.

The primary purpose of all committees of the Board shall be to act in an advisory capacity to the Board. Unless specific powers have been delegated by the Board the power of all committees shall be limited to making recommendations or presenting requests to the Board and shall not include that of acting on behalf of the Board unless specifically authorized for individual issues. The Chair of the committee shall place all recommendations before the Board at a regular business meeting of the Board in the form of a proper motion.

General Requirements

1. Committees may be standing or ad hoc in nature. At its annual organizational meeting, the Board shall establish such standing committees, and terms of reference for each, as it deems necessary. At any duly constituted meeting, the Board shall establish such ad hoc committees, and terms of reference for each, as it deems necessary.

2. Trustees shall be appointed to Standing Committees at the annual Organizational Meeting to serve at the pleasure of the Board, and thereafter, at any time determined by the Board.

3. Persons other than a trustee may be appointed to membership on a committee of the Board at the discretion of the Board. Appointment of members to a committee to serve at the pleasure of the Board may be by resolution of the Board or by a decision of the Board Chair. Any group or agency that the Board has agreed shall have representation on a committee may choose their representative.

4. The number of trustees appointed to a committee other than the Committee of the Whole shall not normally constitute a quorum of the Board.

5. The Board Chair shall appoint committee chairs, or determine the method for their appointment.

6. The Board Chair shall be an ex-officio member of all committees of the Board that s/he is not appointed to as an active member. The Superintendent shall be an ex-officio member of all committees unless appointed as an active member. As an ex-officio member, the Chair shall have all the privileges of committee members except the right to vote, but none of the obligations such as the requirement to attend. The Chair shall not be counted toward a quorum. The Chair shall be advised of all committee meetings and shall be free to attend such meetings as the Chair sees fit.

7. Minutes of all meetings of all committees, shall be distributed as follows:
7.1 Copies of minutes shall be given to the Superintendent or designate(s) on a Committee as soon as possible.

7.2 Minutes of all meetings of all committees shall be sent to all trustees as well as to all members of the committee.

7.3 All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board. It is expected that reports will be included in the agenda package.

8. Committee meetings shall be open for public attendance. Committees may entertain attendance by groups or individuals with an interest in the specific items to be discussed at a committee meeting, at the discretion of the Chair. Such groups may be invited to make presentation before the committee as required.

9. All notes of committee proceedings shall be made available to members of the public upon request following adoption by the Committee. Committee meetings shall be conducted in the same manner as regular Board meetings and shall normally be subject to the same rules of procedure.

10. Committee meetings shall not normally be scheduled for the week immediately preceding the regular Board meeting.

11. Confidential matters shall be discussed “In Camera” subject to the same procedures applied to regular Board meetings. All “In Camera” sessions shall be duly recorded in the notes of the meeting.

12. Committee agendas complete with attachments shall be maintained on file and shall be available to members of the public to view.

13. Committees of the Board may establish subcommittees from time to time to deal with issues of a nature that requires membership beyond the regular committee or that can be dealt with by one or more persons. At the completion of the issue for which the subcommittee was established, the subcommittee shall be dissolved.

**Standing Committees**

1. Board Advocacy Committee

   1.1 Purpose

      1.1.1 To advocate for a public education system that meets the needs of all students in Wetaskiwin Regional Public Schools (WRPS).

   1.2 Powers and Duties

      1.2.1 To discuss and draft strategies to be implemented as part of the Board’s Advocacy Plan.

      1.2.2 To ensure the critical issues, challenges and successes of the Board are identified and articulated.
1.2.3 To develop briefing notes and key messages that pertain to goals and objectives of the Board’s Advocacy Plan.

1.2.4 To coordinate and implement community engagement that builds and maintains meaningful community relationships.

1.2.5 To provide direct link for communication and problem solving as it pertains to the critical issues and challenges facing the Board.

1.2.6 To identify local, provincial and federal issues that will impact students, parents, staff and the Board, and to recommend action to be undertaken by the Board to address them.

1.2.7 To collaborate with local and provincial agencies, organizations and individuals to advocate for programs, services and legislation that benefits students.

1.2.8 The committee will advise the Board of lobbying issues, pending legislation, and the stance of locally elected officials on issues important to the Board.

1.2.9 To ensure the Board members are familiar with the advocacy process and key messages.

1.2.10 To recommend other such advocacy matters as the Board may refer to the Committee.

1.2.11 To work with the Communications Coordinator to ensure consistent messaging to all stakeholders.

1.2.12 To strengthen the Board’s relationship with the Four Bands.

1.2.13 To build and maintain meaningful community relationships.

1.2.14 To recommend the content of the advocacy plan that is to be approved by the Board.

1.3 Membership

1.3.1 All trustees.

1.3.2 Superintendent or designate

1.4 Meetings

1.4.1 During regularly scheduled Board meetings.

2. Appreciation

2.1 Purpose

2.1.1 To recognize and demonstrate appreciation to staff and other partners.

2.2 Powers and Duties
2.2.1 Provide for the identification and recognition of staff and other parties contributing to the successful operation of the Division.

2.2.2 Keep the Board informed and make recommendations to the Board regarding staff wellness, recognition and appreciation.

2.3 Membership

2.3.1 Three (3) trustees, one (1) of whom shall be the Committee Chair.

2.3.2 The Superintendent or designate.

2.4 Meetings

2.4.1 As required.

3. Audit

3.1 Purpose

3.1.1 Acts as an independent review / monitoring agent of the Board.

3.1.2 Oversees risk and internal control processes.

3.1.3 Provides an oversight role with regard to the work of the external auditors.

3.2 Powers and Duties

3.2.1 Recommends appointment of the external auditor.

3.2.2 Reviews and assesses financial statements and ensures essential governance issues are addressed.

3.2.3 Assesses internal financial controls, assesses risk and monitors organizational performance.

3.2.4 Receive and discuss the external audit reports on the annual financial statements and quality of internal controls.

3.3 Membership

3.3.1 Three (3) trustees, one (1) of whom shall be the Committee Chair, and one (1) independent external non-board member.

3.3.2 All members shall be financially literate with at least one member having accounting or related financial expertise.

3.3.3 The Superintendent or designate.

3.4 Meetings

3.4.1 The Audit committee will hold three (3) meetings per school year.

4. Board Development Planning Committee

4.1 Purpose
4.1.1 To develop, for consideration by the Board, professional development opportunities for trustees.

4.2 Powers and Duties

4.2.1 To recommend the content of the Board’s Professional Development Plan.

4.2.2 To develop strategies to be implemented to achieve the Board’s Professional Development Plan.

4.2.3 To plan, implement and coordinate the delivery of Board professional development.

4.2.4 To develop a new Trustee Orientation Package and WRPS Trustee Handbook.

4.2.5 To review and update the Trustee Orientation Package and WRPS Trustee Handbook as needed.

4.3 Membership

4.3.1 At least two (2) trustees, one (1) of whom shall be the Committee Chair.

4.3.2 Superintendent or designate.

4.4 Meetings

4.4.1 As required

5. City of Wetaskiwin / WRPS Joint Liaison Committee

5.1 Purpose

5.1.1 Represent the Board at meetings of the Joint City/WRPS Liaison Committee.

5.2 Powers and Duties

5.2.1 Attend Joint City/WRPS Liaison meetings.

5.2.2 Represent the Board’s positions and interests.

5.2.3 Communicate to the Board the work of the City/WRPS Liaison Committee.

5.3 Membership

5.3.1 Two (2) trustees, one (1) of whom shall be the Committee Chair.

5.3.2 The Superintendent or designate.

5.4 Meetings

5.4.1 As determined by the Joint City/WRPS Liaison Committee.
6. Council of School Councils (COSC)

6.1 Purpose
6.1.1 Represent the Board at meetings of COSC.

6.2 Powers and Duties
6.2.1 Attend COSC meetings.
6.2.2 Represent the Board’s positions and interests.
6.2.3 Communicate to the Board the work of COSC.

6.3 Membership
6.3.1 Board Chair or designate.
6.3.2 Superintendent or designate.

6.4 Meetings
6.4.1 COSC will hold four (4) meetings per school year.

7. County of Wetaskiwin / WRPS Joint Liaison Committee

7.1 Purpose
7.1.1 Represent the Board at meetings of the Joint County of Wetaskiwin /WRPS Liaison Committee.

7.2 Powers and Duties
7.2.1 Attend Joint County /WRPS Liaison meetings.
7.2.2 Represent the Board’s positions and interests.
7.2.3 Communicate to the Board the work of the County/ WRPS Liaison Committee.

7.3 Membership
7.3.1 Two (2) trustees, one (1) of whom shall be the Committee Chair.
7.3.2 Superintendent or designate.

7.4 Meetings
7.4.1 As determined by the Joint County of Wetaskiwin /WRPS Liaison Committee.

8. Human Resource Agreement Committees

8.1 Purpose
8.1.1 Establish Board proposals within Board mandates and guidelines. There shall be two (2) Human Resource Agreement Committees:
8.1.1.1 ATA Staff; and
8.1.1.2 Support/Administration Staff.

8.2 Powers and Duties

8.2.1 Represent the Board at economic conferences or workshops and to generally keep informed of current salaries, economic indicators, etc.

8.2.2 Meet with and/or negotiate with employees or representatives thereof on matters pertaining to salaries, contracts, and other terms of employment.

8.2.3 Keep the Board informed regarding information and direction as developments dictate, and bring recommendations to the Board.

8.3 Membership

8.3.1 Three (3) trustees for 8.1.1.1, one of whom shall be the Committee Chair and two (2) trustees for 8.1.1.2, one (1) of whom shall be the Committee Chair.

8.3.2 Superintendent or designate.

8.4 Meetings

8.4.1 As required.

9. Maskwacis Education Council

9.1 Purpose

9.1.1 To have effective communication with Indigenous students, families and representatives of the community and to involve them in a collaborative decision-making process.

9.1.2 Promote and ensure effective knowledge and utilization of community programs, services and supports.

9.2 Powers and Duties

9.2.1 Ensure effective communication with Indigenous students, families and representatives of the community.

9.2.2 Provide guidance and affirm strategies for effective curriculum development and implementation.

9.2.3 Provide guidance for staff and board professional development to understand history, culture, language and protocol.

9.2.4 Provide advice to the Board regarding issues pertaining to programming, services and supports.

9.2.5 Provide advice to the Board as required.

9.2.6 Review proposed and existing policies of the Board and Administrative Procedures of the Division.
9.3 Membership
9.3.1 Three trustees
9.3.2 Superintendent or designate
9.3.3 Elder
9.3.4 Cultural Advisor, as needed
9.3.5 District Principal
9.3.6 Indigenous students, families and representatives of the community

9.4 Meetings
9.4.1 The Maskwacis Education Council will hold a maximum of four meetings per year.

10. Teacher-Board Advisory
10.1 Purpose
10.1.1 To have effective communication with teaching staff and to involve them in a collaborative decision-making process.

10.2 Powers and Duties
10.2.1 To provide a direct communication and problem-solving link between the ATA Local and the Board (respective governing bodies).
10.2.2 To discuss and make recommendations to the respective governing bodies regarding any issues that pertain to school system operation.
10.2.3 To discuss specific issues referred to it from time to time by the respective governing bodies exclusive of items currently in the collective agreement or issues currently under official negotiation.
10.2.4 To emphasize issues that are more directly associated with improving educational opportunities for the students of the Division.
10.2.5 To review proposed and existing policies of the Board and administrative procedures of the Division.

10.3 Membership
10.3.1 At least two (2) trustees, one (1) of whom shall be the Committee Chair.
10.3.2 Superintendent or designate.
10.3.3 Up to three (3) teachers named by the ATA local.

10.4 Meetings
10.4.1 The Teacher Board Advisory Committee (TBAC) will meet at the request of either party to a maximum of five (5) meetings per year.
11. Town of Millet / WRPS Joint Liaison Committee

11.1 Purpose

11.1.1 Represent the Board at meetings of the Joint Town of Millet /WRPS Liaison Committee.

11.2 Powers and Duties

11.2.1 Attend Joint Town of Millet/WRPS Liaison meetings.
11.2.2 Represent the Board’s positions and interests.
11.2.3 Communicate to the Board the work of the Town of Millet/ WRPS Liaison Committee.

11.3 Membership

11.3.1 Two (2) trustees, one (1) of whom shall be the Committee Chair.
11.3.2 Superintendent or designate.

11.4 Meetings

11.4.1 As determined by the Joint Town of Millet /WRPS Liaison Committee.

Ad Hoc Committees

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established at the time of the formation.

Resource Personnel

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Legal Reference: Section 60, 61, 62, 63 School Act