

## **POLICY 10**

---

### **COMMITTEES OF THE BOARD**

The Board believes that its duties can best be carried out if Trustees are given an opportunity to meet in committees supplemental to Board meetings. It therefore supports the formation of standing committees, which allow Trustees to participate equally in detailed examination of governance issues. It also supports the formation of standing and ad hoc committees with restricted membership, which address clearly delineated topics. Committees are not intended to do the work of administration.

#### **Guidelines**

1. All committees shall function under Board-approved Terms of Reference.
2. The Chair shall be an ex-officio member of every Board committee, with full participation and voting rights except where this would constitute a quorum of the Board.
3. Committees have no legal powers unless empowered by the Board to make certain decisions on its behalf except for the Student Review Committee which is empowered to expel students.
4. Committees shall provide recommendations to the Board for final decisions, except for Guideline 3.
5. Committees shall meet as often as required, and shall report to the Board as required.
6. Annual appointments are recorded in Appendix A of Policy 11.

#### **Specifically**

1. Each standing committee shall select its own Chair at the annual organizational meeting of the Board, or the first time a committee meets.
2. Trustees shall be appointed to serve on committees at the pleasure of the Board.
3. Standing committees may include, but are not limited to:

##### **3.1 Alberta Teachers' Association Collective Agreement**

This committee consists of two Trustees. The Superintendent or the Superintendent's designates will act as a resource persons. This committee is responsible to negotiate the amendments to the Teachers' collective agreement with the Grande Prairie Catholic School District No. 42. This committee is empowered to sign the memorandum of agreement while the Board retains the authority to ratify the agreement.

### **3.2 Alberta Teachers' Association Liaison Committee**

This committee consists of two Trustees and the Superintendent or Designate(s). This committee, also consisting of four ATA members, meets on an agreed schedule to provide a permanent and ongoing mechanism for considering matters of concern and communicating thereon the views of the respective parties. This committee is empowered to provide advice and recommendations to the Board and the Local to promote harmonious relations. Terms of Reference are attached and marked as Appendix "B" to this Policy.

### **3.3 Audit Committee**

This committee consists of two Trustees and two community members. The four (4) members shall have equal voting rights. The Superintendent will appoint two Administrators to function as resource people to this committee. To assist the Board in its management of the integrity of the financial statements of the School Board, of the School Board's compliance with legal and regulatory requirements, of the independence and qualifications of the independent auditor, and of the performance of the School Board's internal audit function and its independent auditors. Terms of Reference for this Committee are attached as Appendix "A" to this Policy. The Chair should not be a member of the Audit Committee, and the Trustees appointed to the Audit Committee should have a good understanding of fiscal matters.

### **3.4 Unifor Union Collective Agreement**

This committee consists of three Trustees. The Superintendent or the Superintendent's designates will act as a resource persons. At least two Trustees are required to form a quorum. The responsibility of this committee is to negotiate amendments to the non-instructional collective agreement with the Unifor Union of Canada Local 328. This committee is empowered to sign the memorandum of agreement while the Board retains the authority to ratify the agreement.

### **3.5 Unifor Union Grievance Committee**

This committee consists of two representatives, one Trustee and one administrator appointed by the Superintendent. This committee, also consisting of two Unifor Union representatives, meets as necessary to deal with grievances submitted by District employees who are members of the Unifor Union in accordance with the grievance procedure outlined in the collective agreement. The committee will appoint a chair.

### **3.6 Unifor Union Liaison Committee**

This committee consists of two Trustees and two administrators selected by the Superintendent who meet on an agreed schedule to provide permanent and ongoing mechanism for considering matters of concern and communicating thereon the views of the respective parties. In addition, the CEP local will select 4 members. This is a liaison committee with the Unifor Union Local 328 and the terms of reference are provided in the collective agreement. This committee is empowered to provide advice and make recommendations to the Board and the Local to promote harmonious relations.

### **3.7 Human Resources Committee**

This committee consists of three Trustees and the Superintendent. It reviews proposals for amendment of out of scope individual contracts, recommends annual honorarium and reimbursement rates, interprets issues arising with regard to trustee honoraria and expense claims which are not resolved through the Chair's intervention. The Board retains the authority to ratify individual contracts for the Superintendent, Deputy Superintendent, Assistant Superintendent, and the Associate Superintendent of Business Operations. This committee provides the Superintendent with fiscal parameters and empowers the Superintendent to settle all remaining out of scope contracts and apprise the Board of the decision. The committee is also responsible for the development of the Trustee PD plan per the work plan.

### **3.8 Service Awards Reception & District Fall Social**

This committee consists of two Trustees and the Superintendent or Designates. The committee's purpose is to ensure that individual staff members are recognized for 5, 10, 15, 20, 25, 30 and 35 years of service. The committee will be responsible for the planning, budgeting, organizing and administering the Service Awards Reception and the District Fall Social. The committee will ensure that staff members who are nominated for various awards will also be recognized at this event.

### **3.9 Student Review Committee**

This committee consists of three Trustees. It conducts all hearings with regard to administrative recommendations to expel students pursuant to Board Policy 13— Appeals and Hearings Regarding Student Matters. This committee is empowered to make expulsion decisions on behalf of the Board and must report its decisions to the Board.

### **3.10 Political Action Committee**

This committee consists of two Trustees and the Superintendent. The committee will develop and communicate strategies that advocate for matters important to Grande Prairie and District Catholic Schools. A second purpose is to keep Catholic education visible in the political arena. The committee shall coordinate meetings (open to all Trustees) with members of the provincial government, locally elected governments, and business community members as deemed necessary. The Committee will seek input from the Board of Trustees prior to meetings and the Committee will provide feedback to the Board after the meeting.

## **4. Ad Hoc Committees and Task Forces**

The Board may establish ad hoc committees and task forces for a specific purpose or function. The term of appointment shall end upon completion of the designated purpose or function, or at the Board's discretion. Membership and Terms of Reference for Ad-hoc Committees and task forces will be approved by the Board at the time of formation.