

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

POLICY

No. A-6

Adopted: November 27, 2013

BOARD OF EDUCATION COMMITTEE STRUCTURE

Preamble

The Board believes a committee structure is important to furthering Board activities. Therefore, the Board maintains various standing and ad hoc committees in order to develop recommendations to the Board.

Policy

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.

REGULATIONS

No. A-6

Adopted: November 27, 2013

Revised: February 22, 2017

BOARD OF EDUCATION COMMITTEE STRUCTURE

Models of Committees: How They Operate

All district committees are either advisory or consultative, following these definitions:

1. **Advisory Model** (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.
2. **Consultative Model** (taking into consideration)
A consultative committee or working group provides expertise, but is not a decision-making body. The Board might also seek other sources of expertise before making a decision.

Types of Committees: How They Are Formed

All Board of Education committees are standing, liaison or district working committees of the Board, following these descriptions:

1. The Board Chair will appoint members to the three standing committees. Standing and liaison committees will be listed and circulated at the beginning of each school year indicating membership, which is determined by Board bylaw and community needs.
2. District working committees are formed at any time at the request of one of the standing committees. The standing committee Chair, in consultation with the Board Chair, is to complete a form as the committee is created and file it with the executive assistant at the district office. When the committee is brought to closure, it is the responsibility of the Chair to inform the executive assistant.
3. The Board Chair is a member ex-officio of all committees.

A. Board Standing Committees

Bylaw No. 21 *Procedural Bylaw* provides for the organization and operation of the Board and allows for the formation of Board committees.

Education Committee

Model: Advisory

Type: Standing Committee of the Board

Mandate: To meet with the Superintendent and other appropriate staff to review and recommend to the Board policies and actions pertaining to:

- a. achievement accountability;
- b. educational programs;
- c. student services;
- d. schools; and,
- e. other matters referred by the Board

Contact: Superintendent

Membership: three (3) Trustees
Superintendent

Principal representative
Teacher representative (SOSTU)
CUPE representative (CUPE)
Parent representative

Finance and Facilities Committee

Model: Advisory

Type: Standing Committee of the Board

Mandate: To act as the Board's Audit Committee and to meet with the Superintendent, Secretary-Treasurer and other appropriate staff to review and recommend to the Board policies and actions pertaining to:

- a. financial accountability;
- b. long range planning;
- c. Board bylaws;
- d. business services;
- e. Human Resources; and,
- f. other matters referred by the Board

Contact: Secretary-Treasurer

Membership: three (3) Trustees
Superintendent
Secretary-Treasurer

Policy Committee

Model: Advisory
Type: Standing Committee of the Board
Mandate: To meet with the Superintendent, Secretary-Treasurer and other appropriate staff to review and recommend to the Board policies and regulations pertaining to the governance of the district.

Contact: Superintendent
Membership: All Trustees
Superintendent
Secretary-Treasurer

B. Liaison Committees

These committees provide a liaison function and deal with advancing information and processes, which may facilitate different organizations working more effectively together.

Aboriginal Education Advisory Council

Model: Advisory
Type: Liaison
Mandate: To meet regularly to ensure that Aboriginal students have an opportunity to gain both an education that meets their academic needs while respecting and enhancing their culture and heritage as Aboriginal people.

Contact: Assistant Superintendent
Membership: two (2) Trustees
Teacher, Aboriginal Education
AEAC members
Students
Reports to: Board of Education

BCPSEA Representative Council/OLRC

Model: Consultative

Type: Liaison

Mandate: To meet once a year at BCPSEA AGM, vote on Board of Directors and resolutions brought forward.

Contact: Secretary-Treasurer

Membership: one (1) Trustee to be elected each December

Reports to: Board of Education

BCSTA Provincial Council

Model: Consultative

Type: Liaison

Mandate: To meet provincially to discuss issues and share information relevant to the business of school districts across BC.

Contact: Secretary-Treasurer

Membership: one (1) Trustee to be elected each December

Reports to: Board of Education

Note:

1. The work of committees often culminates in a motion at the Board table. This information is available to staff and the public in the Board meeting minutes.
2. It is the responsibility of each committee Chair to inform their committee of any motions regarding their work that are dealt with at a meeting of the Board of Education and to provide reports to the Board at regular intervals.
3. Public Board meeting agendas are posted on the district's website (www.sd53.bc.ca) and circulated prior to the meetings and committee members are encouraged to attend Board meetings where items pertaining to their committee work are scheduled.

New Committee Form

Name
Model (Advisory or Consultative)
Type (Standing, Liaison, Working)
Mandate
Contact (Superintendent or Secretary-Treasurer)
Membership
Reports to (Education Committee, Finance & Facilities Committee or Policy Committee)