

Policy 8 – COMMITTEES OF THE BOARD

As much as possible, the Board's business of governance will be conducted by the full Board. The Board may establish ad hoc committees when necessary to assist it with governance functions. Committees shall never interfere with delegation of authority from Board to the Director.

Specifically

1. Committees are to help the Board do its job by assisting the Board in the development of policy alternatives and implications for Board deliberation. A Committee is not to be created by the Board to advise staff.
2. Committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a Committee which has helped the Board create policy on some topic will not be used to monitor organizational performance on that same subject.
3. A Committee may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the Director.
4. A Committee shall not be created by the Board to advise the Director.
5. A Committee cannot exercise authority over staff, and in keeping with the Board's focus on the future, a Committee will ordinarily not have direct dealings with current staff operations. The Director works for the Board, never for a Committee.
6. The following structural principles shall apply to all Committees established by the Board.
All Committees:
 - 6.1 Shall be chaired by a trustee who is appointed by the Board.
 - 6.2 May include non-Board members, appointed by the Board.
 - 6.3 Shall include the Board Chair as an ex officio member, if not appointed under 6.1.
 - 6.4 Shall receive written terms of reference from the Board, which include the Board's expectations of the Committee, time frame and limits of authority.
 - 6.5 Shall have no authority to spend or commit any resources of the Division other than those specifically identified in written terms of reference.

- 6.6** Shall be established at a public Board meeting.
 - 6.7** Shall be disbanded automatically once they have completed their function.
 - 6.8** Shall abide by the same Code of Conduct as governs the Board.
 - 6.9** Shall be reimbursed for expenses in accordance with the approved schedule.
 - 6.10** Shall hold meetings in camera, unless otherwise decided by the Board.
 - 6.11** Shall present their final report to the Board at a public meeting of the Board.
- 7.** The Director may appoint resource personnel to work with committees, and shall determine the roles, responsibilities and reporting requirements of the resource personnel.
- 8.** Committees of the Board
- 8.1** Governance
 - 8.2** Transportation
 - 8.3** Ad Hoc/Special Issues
 - 8.4** Professional Development/Trustee Growth Plan

Governance Committee

1. Purpose & Responsibilities

The Governance Committee is responsible for overseeing and enhancing the Board's governance framework, ensuring adherence to best practices, fiscal accountability and policy development.

1.1. Audit Oversight

- Serve as the liaison between the Board and the external auditors, ensuring independent oversight of financial reporting.
- Review and recommend external auditor appointments and fees for Board approval.
- Conduct pre- and post-audit reviews, ensuring recommendations are implemented.
- Limitations: The committee shall not direct the external auditors or interfere with their independence.

1.2. Policy Review & Development

- Conduct a comprehensive policy review in Years 1 and 3 to recommend necessary amendments, additions, or deletions.
- Ensure Board policies remain current, compliant, and aligned with strategic priorities.
- Provide guidelines for policy implementation, ensuring consistency in Board decisions.
- Limitations: The committee may not unilaterally approve policy changes; all amendments require full Board approval.

1.3. Board/Director Performance Reviews

- Establish guidelines and performance metrics for evaluating the Director of Education, ensuring accountability.
- Facilitate the Board self-assessment process ensuring governance effectiveness.

2. Membership & Composition

- 2+ Board trustees preferably with experience in finance and governance.
- Board Chair or designate (role for oversight only).
- Chief Financial Officer (CFO) or designate, providing financial expertise.
- Director of Education or designate, offering administrative insight.

3. Authority & Decision-Making Limitations

- The Governance Committee is advisory only and shall not make binding decisions on behalf of the Board.
- All recommendations must be submitted in a formal report and voted on at a public Board meeting before implementation.
- The committee does not have independent authority to:
 - Hire or terminate external auditors.
 - Approve policies without full Board review.
 - Allocate or commit Division resources.

4. Reporting & Accountability

- Annual Governance Committee Review to assess effectiveness and compliance with its mandate.
- Committee minutes shall be recorded and shared with the Board at the next Board meeting package.

5. Meeting Frequency & Transparency

- The committee shall meet at least quarterly, with additional meetings as needed.

Transportation Committee

1. Purpose & Responsibilities

To assist the Board by providing guidance on the process and structure used to govern the transportation of students within the Northwest School Division

1.1 Eligibility and Attendance Boundaries

- Review the school boundaries every two years

1.2 Policy Review & Development

- Bring forward recommendations for transportation policy edits, deletions and additions for Board consideration and approval
- Provide a framework for the development of Administrative Procedures

2. Membership & Composition

- 2+ Board trustees
- Board Chair or designate (role for oversight only).
- Chief Financial Officer (CFO) or designate, providing financial expertise.
- Director of Education or designate, offering administrative insight.

3. Authority & Decision-Making Limitations

- The Transportation Committee is advisory only and shall not make binding decisions on behalf of the Board.
- All recommendations must be submitted in a formal report and voted on at a public Board meeting before implementation.

4. Reporting & Accountability

- Annual Transportation Committee Review to assess effectiveness and compliance with its mandate.
- Committee minutes shall be recorded and shared with the Board at the next Board meeting package.

5. Meeting Frequency & Transparency

- The committee shall meet at least quarterly, with additional meetings as needed.

Ad Hoc Standing Committee

1. Purpose & Responsibilities

To assist the Board in advance of decision making to collect relevant information regarding unforeseen circumstances or unusual circumstances as they surface.

1.1 Risk Management (rotate duties/reviews as set out by committee)

- Review and oversee the effectiveness of the risk management of the School Board, including:
 - the definition/identification and assessment/measurement of material risks
 - the setting of risk tolerances to prioritize strategic objectives or outcomes
 - the mitigation/management of risk exposures, including insurance programs

- the effectiveness and performance of control processes established to manage those risks

1.2 School Review

- To be aware of Board Policy #14 and its impacts on related reporting during normal Board business so that school reviews can be clearly predicted and to ensure that the policy is fairly adhered to
- Membership will include: Trustee directly involved in the review, Trustee not directly involved in the review, Chair or designate, Director or designate

1.3 Membership & Composition

- 2+ Board trustees
- Board Chair or designate (role for oversight only).
- Chief Financial Officer (CFO) or designate, providing financial expertise.
- Director of Education or designate, offering administrative insight.

3. Authority & Decision-Making Limitations

- The Ad Hoc Committee is advisory only and shall not make binding decisions on behalf of the Board.
- All recommendations must be submitted in a formal report and voted on at a public Board meeting before implementation.

4. Reporting & Accountability

- Annual Ad Hoc Committee Review to assess effectiveness and compliance with its mandate.
- Committee minutes shall be recorded and shared with the Board at the next Board meeting package.

5. Meeting Frequency & Transparency

- The committee shall meet at **least quarterly**, with additional meetings as needed.

Professional Development/Trustee Growth Plan Committee

1. Purpose & Responsibilities

- Purpose: Develop a comprehensive board trustee professional development (PD) and growth plan aligned with budget plans.

- **Objective:** Identify educational opportunities and map out a structured PD roadmap as trustees progress through orientation in Term 1 and beyond, building board capacity and ensuring high board effectiveness.
- **Focus Areas:** Distinguish between board-level PD initiatives and individual trustee development, ensuring both align with strategic goals over a four-year period.

2. Membership & Composition

- 2+ Board trustees
- Board Chair or designate (role for oversight only)

3. Authority & Decision-Making Limitations

- The Committee is **advisory only** and shall recommend board PD as a whole
- All recommendations must be **submitted in a formal report**
- The Committee does not have authority to control which professional development opportunities board trustees decide to take on an individual PD level but focus is to make recommendations for effective board composition and growth

4. Reporting & Accountability

- The board will develop an annual Self assessment review where each trustee can share their results with the board
- Committee **minutes shall be recorded and shared with the Board** at the next Board meeting package.

5. Meeting Frequency & Transparency

- The committee shall meet at **least quarterly**, with additional meetings as needed.

Attachments: 2025-2028 Four Year PD Roadmap

Reference: Sections 85, 106 Education Act

Four-Year PD Roadmap

Year 1: Orientation & Foundational Training

Board PD Focus:

- Establish a common understanding of roles, responsibilities, and governance principles.
- Engage in group workshops to build team cohesion and shared culture.

Individual PD Focus:

- Identify individual learning goals based on personal background and role expectations.
- Begin foundational courses on governance, finance basics, and community engagement.
- Pair new trustees with mentors for personalized guidance where available

Year 2: Building Competencies & Deepening Understanding

Board PD Focus:

- Advance governance knowledge with workshops on legal responsibilities, policy development, and financial oversight.
- Encourage strategic discussions among board members to align on district priorities.
- Facilitate peer learning sessions for sharing best practices and lessons learned.

Individual PD Focus:

- Provide targeted training based on individual gaps identified in Year 1 assessments.
- Offer specialized seminars in areas such as finance, data-driven decision making, or conflict resolution.
- Support trustees in developing individualized learning plans aligned with board priorities.

Year 3: Leadership & Strategic Planning

Board PD Focus:

- Develop strategic planning skills collectively to address long-term goals and community needs.
- Participate in leadership seminars and collaborative retreats to refine board processes.
- Emphasize continuous improvement through regular self-assessment sessions.

Individual PD Focus:

- Transition focus toward leadership development, mentorship skills, and advocacy.
- Encourage trustees to take on leadership roles in committees or special projects.
- Support attendance at external conferences for networking and advanced learning opportunities.

Year 4: Evaluation, Specialization & Future Planning**Board PD Focus:**

- Conduct a comprehensive board self-assessment to evaluate performance, identify gaps, and set improvement goals.
- Plan for future board development cycles and sustainability of growth initiatives.

Individual PD Focus:

- Facilitate advanced training in areas like inclusive leadership, advanced policy analysis, and strategic foresight.
- Provide opportunities for trustees to mentor newcomers, transferring knowledge and best practices.
- Support preparation for board recertification or advanced certifications as required.

Future Implementation Considerations

- **Alignment with Budget:** Ensure each year's PD activities are integrated into the budget planning process.
- **Customization:** Adapt activities and timelines based on evolving board needs, feedback, and emerging educational opportunities.
- Establish key performance indicators and feedback mechanisms to assess both board and individual growth periodically.