

Policy 9 – Board Committees

Initial Approval:	September 4, 2018		
References:	The Education Act, 1995, Sections 85, 87; The School Division Administration Regulations, 2017, Parts 4, 8		
Date Revised:	June 17, 2020	Motion:	13593

The Board may establish committees to assist with its work. 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 may establish standing or ad hoc committees, and terms of reference for each. Each committee will report to the Board after each meeting and will self-evaluate annually.

1. General Requirements

Committee Chairs will be determined by the Board and/or by the Board Chair/Deputy Chair at the Organizational meeting.

Trustee representation for the standing committees will be determined at the Organizational meeting.

The Committee Chair will provide a verbal report at the Public Board meeting and the minutes will be included in the closed session of the meeting.

The Director may assign staff to support the work of the committee. Committees shall not exercise authority over the Director or staff. Since the Director is accountable to the whole Board any direction to the Director must come from the Board.

Board committees may speak or act for the Board only when formally given such authority for specific and time-limited purposes. Committee expectations and authority are stated in this policy to ensure there is no conflict with the authority delegated to the Director of Education.

2. Standing Committees

Standing committees are established to assist the Board with work of an on-going or recurring nature.

Committee work will be presented to the Board by minutes/written report for decision, discussion or information.

3. 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 formation.

Each ad hoc committee, at the conclusion of its work, shall present a written report to the Board. Unless otherwise directed by the Board, ad hoc committees are dissolved as soon as they have reported to the Board.

The Director or designate may attend meetings of ad hoc committees.

4. Terms of Reference

Terms of Reference for each Board committee are referenced in Appendix A – Board Committees and Terms of Reference.

Appendix A Board Committees and Terms of Reference

Standing Committees	Meetings Per Year	Terms of Reference	Composition	
			Trustees	Staff and Other
Board / Archdiocesan Liaison	1	<p>The purpose of the Board / Archdiocesan Liaison Committee (the “Committee”) shall be to:</p> <ul style="list-style-type: none"> • Review issues and concerns. • Recognize successes, relative to Catholic education within the Division and the city of Regina. • Ensure a successful communication link with Catholic education stakeholders. 	All	<ul style="list-style-type: none"> • Director of Education • Catholic Education Services Coordinator • Catholic Connections Consultant • Communications and Media Coordinator • Deanery reps • Archbishop’s Representative to Catholic Education • One Pastor representing the Ukrainian Eparchy • Members at Large from the Faith community
Board Faith	1	<p>The purpose of the Board Faith Committee (the “Committee”) shall be to:</p> <ul style="list-style-type: none"> • Examine the reality of faith practice in the Regina Catholic School Division • Create a <u>Faith Action Plan</u> to address the reality of faith practices in the Regina Catholic School Division. <ul style="list-style-type: none"> Within the <u>Faith Action Plan</u>, which can be reviewed at each meeting and/or annually the Committee shall: <ul style="list-style-type: none"> ○ <i>develop and promote opportunities/actions for staff and students to examine their own faith and to grow in faith.</i> ○ <i>encourage and enhance the Catholic faith development of all staff involved in the education and formation of our students.</i> ○ <i>track progress and uptake of Faith Development opportunities.</i> ○ <i>reveal God to our young people through the teachings of Jesus Christ and to apply those teachings to “pressing issues” of the day.</i> ○ <i>celebrate the Catholic faith dimension of Regina Catholic Schools.</i> • Develop and continually refine a vision and action plan to assist with providing faith direction/formation/development for staff and students in the Regina Catholic School Division. • Adhere to Board policy and bring recommendations to the Board for approval. 	2	<ul style="list-style-type: none"> • Director of Education • Catholic Education Services Coordinator • Catholic Connections Consultant

Appendix A Board Committees and Terms of Reference

Standing Committees	Meetings Per Year	Terms of Reference	Composition	
			Trustees	Staff and Other
Board Finance Review	2 Or as required	<p>The purpose of the Board Finance Review Committee (the “Committee”) is to assist the Board in meeting its responsibilities and shall:</p> <ul style="list-style-type: none"> • Ensure the adequacy and effectiveness of financial reporting by reviewing and recommending approval to the Board of Trustees of all financial statements, accounting policies, external audits and internal controls. • Monitor and review financial performance. • Monitor, review and ensure the adequacy of the school division’s risk management, resource allocation and technology services. • Assist with the deliberation required for the fulfillment of the Board’s mandate and those specific responsibilities and duties assigned to the Committee; however, unless specifically stated otherwise, the committee shall act in advisory capacity only, recommending decisions to the Board for approval. 	All	<ul style="list-style-type: none"> • Director of Education • CFO • Comptroller • Purchasing Supervisor • External Volunteer • As Required: <ul style="list-style-type: none"> ○ Education Services and Technology Superintendent ○ Information Technology Services Supervisor ○ Technology Design and Training Coordinator
Board Human Resource Services Review	2 Or as required	<p>The purpose of the Board Human Resource Services Review Committee (the “Committee”) is to assist the Board in meeting its responsibilities and shall be apprised of:</p> <ul style="list-style-type: none"> • required training and adequate support for all staff • current hiring and recruitment practices • processes in place for employees to receive performance feedback • all updates to Human Resource Services administrative applications and the Human Resource Services manual. <p>The role of the Board is to:</p> <ul style="list-style-type: none"> • Provide parameters, including any financial guidance, in re-negotiating new employee agreements and throughout negotiations, the Board would be kept informed. Prior to signing an updated agreement, Board approval would be required. • Neither replace nor replicate the role of management, which is responsible for designing, recommending and ultimately implementing the company’s human resource program (CPA document). 	2	<ul style="list-style-type: none"> • Director of Education • Human Resource Services Superintendent • Human Resource Services Manager

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Standing Committees	Meetings Per Year	Terms of Reference	Composition	
			Trustees	Staff and Other
Board Policy Review	2	<p>The purpose of the Board Policy Review Committee (the “Committee”) shall be to:</p> <ul style="list-style-type: none"> • Ensure that sound governance policies are in place. • Recommend policy development and revisions as required. • Assist the Board in fulfilling its functional responsibilities 	2	<ul style="list-style-type: none"> • Director of Education
Ad Hoc Committees		Terms of Reference	Trustees	Staff and Other

Out of respect for the Committees / Linkage meetings where “All Trustees” are asked to be present, there are to be at least four Trustees in attendance, either in-person or electronically, or the meeting will be rescheduled.