

## Policy 9 – Board Committees

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|-------------------|------------------------------------------------------------------------------------------------------------|---------|-------|
| 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 3, 2024                                                                                               | Motion: | 14024 |

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 Planning meeting following 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 can speak or act for the Board, only when formally given such authority. 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 or verbal 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 by the Board.

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

The Director or designate will 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                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Board / Archdiocesan Liaison</b> | 1                                 | The purpose of the Board / Archdiocesan Liaison Committee (the "Committee") shall be to: <ul style="list-style-type: none"> <li>• Review issues and concerns.</li> <li>• Recognize successes, relative to Catholic education within the Division and the city of Regina.</li> <li>• Ensure a successful communication link with Catholic education stakeholders.</li> </ul> | All             | <ul style="list-style-type: none"> <li>• Director of Education</li> <li>• Catholic Education Services Coordinator</li> <li>• Communications and Media Coordinator</li> <li>• Deanery reps</li> <li>• Archbishop's Representative to Catholic Education</li> <li>• One Pastor representing the Ukrainian Eparchy</li> <li>• Members at Large from the Faith community</li> </ul> |
| <b>Board Policy Review</b>          | Full Review every three (3) years | The purpose of the Board Policy Review Committee (the "Committee") shall be to: <ul style="list-style-type: none"> <li>• Ensure that sound governance policies are in place.</li> <li>• Recommend policy development and revisions as required.</li> <li>• Assist the Board in fulfilling its functional responsibilities</li> </ul>                                        | 3               | <ul style="list-style-type: none"> <li>• Director of Education</li> <li>• CFO</li> </ul>                                                                                                                                                                                                                                                                                        |
| <b>Ad Hoc Committees</b>            |                                   | <b>Terms of Reference</b>                                                                                                                                                                                                                                                                                                                                                   | <b>Trustees</b> | <b>Staff and Other</b>                                                                                                                                                                                                                                                                                                                                                          |
|                                     |                                   |                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                                                                                                                                                                                                                                                                                                                 |

**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.**