

**SCHOOL DISTRICT 54**  
*(Bulkley Valley)*

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**STANDING COMMITTEES POLICY**

**1.150**

There shall be three (3) standing committees of the Board, as follows:

1. Operations
2. Policy
3. Community Relations

**VALUES**

- Standing Committees, and their work, should reflect the key functional areas of Board *responsibility*.
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**Committee Terms of Reference**

**Operations Committee**

**Membership**

The committee shall be comprised of three (3) Trustees. Quorum shall be two (2). In the event quorum is not reached, the Board Chair/Vice-Chair or representative, *ex officio*, will have voting rights for the particular committee meeting. The Committee Chairperson and regular members shall be appointed by the Chairperson of the Board. The term of appointment is one (1) year. The appointments shall be reviewed annually at the December regular meeting. The Chairperson will make every reasonable effort to assign trustees to positions that reflect individual's interest and skill. The Chairperson of the Board is a member of the Committee *ex officio*. Committee meetings shall be open to the public and receive delegations upon request. The committee may, if the majority decide, to meet *in-camera*.

**Purpose & Scope**

The purpose of the *Operations Committee* is to provide the Board with governance and accountability for the business aspects of district operations including, but not limited to, finance, facilities, bargaining, and personnel. Specifically, the committee will make policy recommendations with respect to:

- Budget development and management;
- Financial management and reporting
- Audits
- Labour relations
- Facilities & transportation

**Meetings**

The committee shall normally convene two (2) weeks prior to the regular board meeting.

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**Policy Committee**

**Membership**

The committee shall be comprised of 3 Trustees. Quorum shall be two (2). In the event quorum is not reached, the Board Chair/Vice-Chair or representative, *ex officio*, will have voting rights for the particular committee meeting. The Committee Chairperson and regular members shall be appointed by the Chairperson of the Board. The term of appointment is one (1) year. The appointments shall be reviewed annually at the December regular meeting. The Chairperson will make every reasonable effort to assign trustees to positions that reflect individual's interest and skill. The Chairperson of the Board is a member of the Committee *ex officio*. Committee meetings shall be open to the public and receive delegations upon request. The committee may, if the majority decide, to meet *in-camera*.

**Purpose & Scope**

The purpose of the *Policy Committee* is to provide the Board with governance through ongoing review of its policies. The committee shall address itself to the development of new policies, revision of existing policies and the deletion of redundant policies. It shall provide assistance to other committees in their respective policy considerations by:

- Ensuring that all policies are written in a consistent format and style;
- Ensuring that there is no duplication or redundancy with other policies or legislation;
- Providing research assistance on policy issues, when needed.

**Meetings**

The committee shall normally convene two (2) weeks prior to the regular board meeting.

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**Community Relations Committee**

**Membership**

The committee shall be comprised of 3 Trustees. Quorum shall be two (2). In the event quorum is not reached, the Board Chair/Vice-Chair or representative, ex officio, will have voting rights for the particular committee meeting. The Committee Chairperson and regular members shall be appointed by the Chairperson of the Board. The term of appointment is one (1) year. The appointments shall be reviewed annually at the December regular meeting. The Chairperson will make every reasonable effort to assign trustees to positions that reflect individual's interest and skill. The Chairperson of the Board is a member of the Committee *ex officio*.

**Purpose & Scope**

The purpose of the *Community Relations Committee* is to provide the Board with effective community relation and communication strategies and provide a focal point of contact for such strategies. Specifically, through the development of the Education Forum, the committee shall endeavour to provide effective liaison with the Districts identified stakeholders.

The Superintendent, or in the absence of the Superintendent, the Assistant Superintendent, shall co-facilitate the meeting with the committee Chairperson. The trustee liaison/co-facilitator shall be appointed, as required by the Chairperson of the Board.

The forum will be enriched by guest speakers, recognized for their contributions to educational innovation, on an *ad hoc* basis.

Generally, the purpose of the Education Forum is to provide a mechanism and opportunity for Trustees and the public to discuss and understand educational issues. The forum should provide a conduit through which 'cutting edge' ideas and information flow to and from government, district administration, trustees and the public. Specifically, the purpose is to provide a forum within which new ideas, research and other information can be discussed within a culture of innovation, student achievement and leadership.

The public should be engaged through individual trustees representing the district within their 'constituencies' as well as through efforts and initiatives of the Community Relations Committee.

**Meetings**

The committee shall normally convene at Education Forum and will meet two (2) weeks prior to the regular board meeting as needed for planning purposes or for other related items.

As this is a committee of the board, we encourage all trustees to participate in the Education Forum component of the Community Relations Committee. Though quorum may be possible, this body does not make recommendations to the Board, and that recommendations to the Board, resulting from forum deliberations, are not appropriate.

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**Other Community Representation**

The need and desire to participate in other community groups is acknowledged. The Chairperson of the Board will work collaboratively with committees and individual trustees to assign individual trustees to attend and represent the District at meetings and events.

Amended: February 20, 2018  
Amended: October 21, 2014  
Amended: May 20, 2014  
Amended: June 19, 2007  
Amended: January 20, 2004  
Amended: August 25, 1998  
Amended: January 19, 1993  
Amended: January 15, 1991  
Adopted: January 24, 1989