



## Policy 9

### Board Committees

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Committees are established by the Northland Board to assist it in the governance of the Division. The Board Chair and Vice-Chair shall be ex-officio members of every committee and may participate in discussions and vote.

Each committee shall be comprised of six Trustees plus the Chair and Vice-Chair as ex officio, and shall meet on an as needed basis. A Quorum shall be four trustees.

All committees will be structured in accordance with the following format, and shall only exercise such powers as are specifically assigned by the Northland Board.

#### **Format**

1. Name of Committee
2. Mandate (Statement of Purpose)
  - 2.1 Advise;
  - 2.2 Review and recommend; or
  - 2.3 Act on behalf of the Northland Board.
3. Terms of Reference
  - 3.1 Membership
  - 3.2 Meetings
  - 3.3 Records
  - 3.4 Remuneration
  - 3.5 Budget
  - 3.6 Reporting to the Northland Board



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#### 4. Operation

- 4.1 Each committee will discuss with the Superintendent the availability of administrative resource staff to assist it in meeting its responsibility.
- 4.2 The need for committees will be reviewed annually at the Organizational Meeting of the Northland Board.
- 4.3 Appointments to committees will be made at the time the committee has been created.

#### **Standing Committees of the Board**

The following committees shall be the standing committees of the Northland Board:

1. Finance and Maintenance/Transportation
2. Personnel and Education

#### Finance and Maintenance/Transportation Committee

1. Finance Functions and Tasks
  - 1.1 Provide direction, assistance and support to the Superintendent and the staff of the Division regarding:
    - 1.1.1 Financial matters
    - 1.1.2 The preparation of the operating, capital and supplementary budgets
    - 1.1.3 The reallocation or reassignment of budget amounts within a budget year
    - 1.1.4 All capital requests and the preparation of a long-term capital plan
  - 1.2 Review policies relating to financial matters and make any recommendations regarding change to the Northland Board.



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- 1.3 Review and monitor the expenditures of the Division, ensuring that the expenditures are consistent with the objectives as defined through the budgeting process and Board motion. The committee may delegate this responsibility to the Board Chair.
- 1.4 Prior to the next general election, recommend to the Northland Board the formula that will be used to establish the annual budget for each Local School Board Committee.
  - 1.4.1 The formula will provide funding allocations in the following categories:
    - 1.4.1.1 Quarterly Honorarium
    - 1.4.1.2 In-service
    - 1.4.1.3 Travel and Subsistence
    - 1.4.1.4 Supplies
  - 1.4.2 These funds can be expended for the operation and business conducted by the elected members.
  - 1.4.3 It is the responsibility of the Local School Board to monitor the expenditures charged to their annual budget.
  - 1.4.4 To accommodate the planning of Local School Board Committee activities, a surplus or deficit at the end of the year one and year two will be carried over to the next budget year. In year three, the expenditures must not exceed the annual budget net of any carry over from year one and year two.
    - 1.4.4.1 No restrictions apply to the amount of surplus carry over
    - 1.4.4.2 The maximum deficit carry over at the end of year one is limited to 15% of the annual budget
    - 1.4.4.3 The maximum deficit carry over at the end of year two is limited to 10% of the annual budget
    - 1.4.4.4 At the end of the third year, there will be no carry over.
- 1.5 Carry out any other responsibility as may be assigned to it by the Northland Board.



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#### 2. Maintenance Functions and Tasks

- 2.1 Provide direction, assistance and support to the Superintendent and the administrative staff in reviewing the condition of the Division's buildings, their operation and maintenance.
- 2.2 Review proposals for capital, B.Q.R.P., modernization and major repairs and maintenance in order to ensure they are consistent with the long-range plans and needs of the Division.
- 2.3 Review and develop policy pertaining to the Division's facilities and provide recommendations to the Northland Board.
- 2.4 Carry out any other responsibilities as may be assigned to it by the Northland Board.

#### Personnel Committee and Education Committee

#### 1. Personnel Functions and Tasks:

- 1.1 Review and develop policies relating to personnel and provide recommendations to the Northland Board.
- 1.2 Review job descriptions of senior staff and recommend any changes to the Northland Board.
- 1.3 Participate in the screening, short listing, and be involved in the interviewing and hiring of all Divisional Office staff from Supervisor to Superintendent, including the Secretary-Treasurer and the Area Maintenance Supervisors.
- 1.4 Upon the request of a Local School Board Committee, assist with the screening and short-listing of principal applications for the Local School Board Committee's consideration.
- 1.5 Review and develop evaluation procedures for the Superintendent and recommend these to the Northland Board.
- 1.6 Serve as the Northland Board's Appeal Committee where the Northland Board has delegated this responsibility to it.
- 1.7 Conduct negotiations on behalf of the Northland Board.
- 1.8 Serve as the Northland Board's representatives to the Quality of Work Life Committee.



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#### 2. Education Functions and Tasks

- 2.1 Review the three-year plan with the Superintendent and recommend it to the Northland Board for approval and submission to Alberta Education.
- 2.2 Provide direction and assistance to the Northland Board in the formulation of educational policies consistent with the philosophy of the Division and for the purpose of achieving educational goals and objectives of the Division.
- 2.3 Facilitate educational awareness presentations with a community focus.
- 2.4 Review policies dealing with educational matters and recommend any changes or suggestions to the Northland Board.
- 2.5 Promote the Division in a positive manner both internally and externally.
- 2.6 Review all school evaluation reports and recommend acceptance to the Northland Board.

Legal Reference: Section 61, School Act – RSA 2000  
Section 11, Northland School Division Act