

# POLICY 7– COMMITTEES OF THE BOARD

The Board may, from time to time, create committees in order to expedite the conduct of its business. Committees may be standing or ad hoc in nature.

1. Standing Committees and Representation
  - 1.1 At its Inaugural Meeting each year, the Board shall name such standing committees and representation, as it deems necessary for the effective discharge of Board business.
  - 1.2 Unless otherwise provided by Board motion at the Inaugural Meeting, the standing committees of the Board shall be the following:
    - 1.2.1 Board Audit and Risk Committee
    - 1.2.3 Board Governance Committee
    - 1.2.4 Board Human Resources Committee
  - 1.3 Unless otherwise decreed by the Board, a standing committee shall be comprised of no fewer than three and no more than five Board members, one of whom shall be named Chair by the committee members, but any or all Board members not named to a committee may attend meetings of that committee without the privilege of voting. The Board Chair, as Ex-Officio, shall have voting rights in standing committees. Quorum of subcommittee is defined as a majority of the members as referenced in section 17(1) of *The School Division Administration Regulations*.
  - 1.4 Each committee shall have a Chair, but no Board member shall be Chair of more than one standing committee.
  - 1.5 Standing committees shall meet only when they are required to deal with matters specifically referred to them by the Board or Director. These meetings shall be held in camera. Occasionally committee meetings may be opened to the public and advertised appropriately. Following the study of any question, the committee shall draft a written report of its findings and submit it to the Board. These reports shall be reviewed in Committee of the Whole. No report, order or decision of a Board committee comes into force until the Board at a regular or special meeting adopts it.
  - 1.6 The general areas of Board business to be dealt with by the standing committees, under direction from the Board, shall be as follows:
    - 1.6.1 Board Audit and Risk Committee
      - Assists the Board in performing its financial responsibilities considering enterprise wide risks in the establishment of strategic direction for Saskatoon Public Schools and investigating any activity of Saskatoon Public Schools if so authorized by the Board.

1.6.2 Board Governance Committee

- Assists the Board by providing guidance on the process and structure used to govern the affairs of Saskatoon Public Schools for sound performance, accountability and integrity.

1.6.3 Board Human Resources Committee

- Assists the Board on matters pertaining to the selection, evaluation process and development of the director within the parameters described by Board policy.

1.7 The Director of Education or designate shall attend all committee meetings.

1.8 The Board will meet in Committee of the Whole in accordance with a schedule approved by the Board and on an “as needed” basis.

1.9 Trustee attendance at the School Community Council Assembly meetings is encouraged. There are three meetings held each year.

1.10 At its Inaugural meeting each year, the Board shall name such other representatives, as it deems necessary for the effective discharge of Board business.

Unless otherwise provided by Board motion at the Inaugural Meeting, Board representation on committees shall be the following:

1.10.1 Public Boards Caucus, Saskatchewan School Boards Association

1.10.2 Saskatchewan High Schools Athletic Association

1.10.3 Saskatoon Public Schools Foundation Corp.

1.10.4 Board Pension Committee

2. Special Committees

2.1 As need arises, the Board may appoint special committees for such purposes as it may deem necessary and shall designate one of the members as Chair.

2.2 Special committees will include administrative officials and other non-Board members, as well as Board members.

2.3 Each special committee at the conclusion of its work shall present a written report to the Board.

2.4 Unless otherwise directed by the Board, special committees are dissolved as soon as they have reported to the Board.

Legal Reference: *The Education Act, 1995, Section 85(1)a, The School Division Administration Regulations, Sections 38, 41*

Date Last Revised: October, 2020