

Title: Committee Creation Policy

Policy Statement:

The Board of Trinity Christian School Association (TCSA) will establish committees when it is determined that issues are too complex and/or numerous to be handled by the regular meeting of the board.

Approved: Lynn Gullackson
(Chair of the Board)

June 19, 2018 enacted
(Date)

First Approval Date: May 23, 2018 in-principle

To Be Reviewed:

Review and Amendment Date(s):

Stakeholders Consulted (Date): May 8, 2018

Referenced Documents:

Bylaws 1, 2 and 3
School Act
Private Schools Regulation
Home Education Regulation
Policy on Management Accountability
Policy of Policy Governance

Definitions:

A **committee** is a small deliberative assembly subordinate to the Board.

Standing committees are created by this regulation. They exist & function on a permanent basis. The Board will take advice and recommendations from a standing committee.

Ad hoc committees are appointed or created by the Board for a particular purpose or on a short-term basis. The committee is dissolved when the job is complete (e.g. a committee appointed to build a playground or plan a conference).

Advisory committees may be standing or ad hoc and are set up at the request of or on the condition of the Board.

A. Guidelines

1. The Board assigns each committee its mission, goals and objectives and, when appropriate, modifies the mission, goals and objectives to reflect new or changed conditions.
2. All committees created by the Board must have a meaningful, clearly stated purpose.
3. Each committee must include a chair.

4. All standing and advisory committee meetings in which a decision or resolution is to be reached will be minuted.
5. Committee minutes will be retained by the Board Secretary for a period of at least seven years.
6. There is no restriction on the number of committees an individual may serve on.
7. All committees are encouraged to meet at least three times annually, generally between board meetings. At least one of these meetings shall be in-person.

B. Standing Committee

1. A standing committee must be chaired by a member of the Board.
2. Standing committees:
 - a. operate at Board level and not staff level.
 - b. may recommend direction or policy for Board approval.
 - c. do not supplant the responsibility of each Board member.
 - d. report to the Board.
3. Standing committee members serve at the appointment of the Board Chair for no fixed term.
4. Employees of TCSA are ineligible to serve on standing committees.
5. Potential appointees who are not current Board directors may only be appointed to a standing committee by resolution of the Board.
6. The Superintendent and senior management are expected to be available to a standing committee when needed to provide assistance, insight and advice.

C. Advisory Committee

1. Advisory committees report to the Board.
2. Advisory committees must be chaired by a member of the Board.
3. Committee members serve at the appointment of the Board Chair for a term of two years.
4. There is no restriction on the number of consecutive terms a member may serve on the committee.
5. Employees and Management of TCSA are ineligible to serve on Advisory committees.

D. Ad Hoc Committee

1. An ad hoc committee must be dissolved when it's purpose is fulfilled.
2. Employees and Management of TCSA may serve or chair ad hoc committees.
3. Depending on their stated purpose and import, ad hoc committees may report to the Board or to the Superintendent and/or Senior Management. Reporting lines for ad hoc committees are left to the discretion of the Board Chair.