

Board Policy 9 - Board Committees

BOARD COMMITTEES

The Board may use standing and ad hoc committees to investigate relevant issues, problems, or needs, and to present findings to the whole Board in the form of additional information or recommendations for Board action.

The Board understands the effectiveness and efficiency of conducting at least some of its business through the operation of standing and ad hoc committees. The availability of desired expertise on given issues through the committee consultative process is valued.

A committee has no other authority except that which it is given in its terms of reference. All its recommendations must be duly ratified or sanctioned by the Board before the Board can be legally bound by them.

While each committee has two trustee members, other trustees may attend for information, as appropriate. Any additional trustees attending do so as part of the viewing gallery, and there is no intention that a committee meeting is an official Board Meeting. As per Policy 8 the only non-regular meetings of the Board can occur when they are called by the Chair, or by written request of the majority of the Board and called by the superintendent.

1. Standing Committees

Standing Committees are established to assist the Board with work of an on-going or recurring nature.

1.1 The Finance and Facilities Committee is established as a standing committee of the Board, with responsibility for work as detailed below:

1.1.1 Purpose

- To explore in-depth, issues related to finance and facilities matters
- To receive and discuss input from Presidents or designates of stakeholder groups (WVTA, WVMEA, WVAA, WVD PAC) regarding finance and facilities matters referred to the committee

1.1.2 Powers and Duties

- Make recommendations to the Board regarding finance and facilities matters.

Membership

1.1.3

- Two (2) trustees, one of whom will serve as committee Chair (Superintendent and/or designates will attend as resource personnel)

1.1.4 Meetings

- At the call of the Committee Chair, as scheduled by the Board
- Meetings may be public or private

1.2 The Human Resources Committee is established as a standing committee of the Board, with responsibility for work as detailed below:

1.2.1 Purpose

- To explore in-depth, issues related to human resource matters
- To receive and discuss input from Presidents or designates of stakeholder groups (WVTA, WVMEA, WVAA, WVDPAC) regarding human resource matters referred to the committee

1.2.2 Powers and Duties

- Make recommendations to the Board regarding human resource matters

1.2.3 Membership

- Two (2) trustees, one of whom will serve as committee Chair (Superintendent and/or designates will attend as resource personnel)

1.2.4 Meetings

- At the call of the Committee Chair, as scheduled by the Board
- Meetings may be public or private

1.3 The Audit Committee is established as a standing committee of the Board, with responsibility for work as detailed below:

1.3.1 Purpose

- Review the annual external audit procedures and audit report
- Oversee the internal financial control structures to ensure district assets are safeguarded and ensure auditor recommendations are implemented and followed through where appropriate

- Independently review results with the external auditor and follow-up on the implementation of the auditor's letter of recommendation
- Review the District's ongoing internal audit procedures and findings

1.3.2 Powers and Duties

- Make recommendations for the approval of the appointment of the auditor

Report to the Board on the annual external and internal audit findings and any resulting recommendations

1.3.3 Membership

- Two (2) trustees, one of whom will serve as committee Chair
- One (1) outside member with financial expertise to ensure the Committee has sufficient knowledge, skills and objectivity to effectively carry out the functions of the Committee (to serve a two (2) year term, with optional extension)
- Ex-Officio, non-voting members of the Audit Committee consisting of the Superintendent, Secretary-Treasurer, Assistant Secretary-Treasurer and Finance Manager.

1.3.4 Meetings

- At the call of the Committee Chair, as scheduled by the Board
- Meetings may be public or private
- Would normally occur in May and September

2. 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.

3. Resource Personnel

The Superintendent may appoint resource personnel to work with committees, and shall determine the roles, responsibilities and reporting requirements of the resource personnel.