

DATE: April 10, 2014

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Selection of Trustees for Infrastructure Committee

ORIGINATOR: Dr. Sandra Stoddard, Executive Director Governance and Strategic Support Services

REFERENCE: Trustees' Handbook – [Board Committee Protocols](#) – Section 6.1
[School Act](#) – Section 73

ISSUE

Pending approval of the establishment of an Infrastructure Committee (Report #5 of the Caucus Committee – From the Meeting Held March 18, 2014), the Board must select three Trustees to serve on the Committee.

Nominations will be received for Committee membership by verbal nomination from a Trustee. Once nominations are complete, the elections will be by an open vote in accordance with the [School Act](#), Section 73.

RECOMMENDATION

That the Board select three Trustees to serve on the Infrastructure Committee.

ATTACHMENT

Attachment I Excerpt from Trustees' Handbook – [Board Committee Protocols](#) – Section 6.1

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6.1 Board Committee Protocols

1. Committee membership shall be reviewed annually at the organizational meeting or as the Board of Trustees so determines.
2. A committee is a Board Committee if the Board establishes it and defines its terms of reference or mandate, regardless of whether or not it is called a committee or whether non-Trustees sit on the committee. A Task Force established by the Board is considered a Board Committee.
3. The Board shall approve the Terms of Reference or scope of work for any Board created and appointed Committee.
4. Each Board Committee shall be charged with meeting within four weeks of being established to identify a Chair for the committee and a preliminary schedule for its business.
5. Committees of the Board normally meet bi-monthly or as required. The Board expects that responsibilities for committee work and Board representation will be distributed equitably among all Trustees.
6. Board Committees shall be comprised of no more than three Trustees from among whose members a chair will be selected unless otherwise specified within the Terms of Reference. The Superintendent of Schools will assign an administrator to assist the committee in its work.

The Committee Chair is responsible for:

- Agenda preparation;
- Schedule of meeting dates;
- Written reports and recommendations to the Board of Trustees or Caucus Committee;
- Logistical requirements for all Committee meetings.

The Administration is responsible for:

- Strategic support aligning the work of the Committee;
 - Edit and review of all draft reports in consultation with Committee Chair;
 - Providing all logistical support for the meeting.
7. Board committees may not speak or act for the Board of Trustees except when formally given such authority for specific and time-limited purposes.
 8. Board committees shall not exercise authority over staff nor direct staff operations.

9. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the Superintendent of Schools.
10. All Trustees are welcome to attend Committee meetings. Trustees wishing to attend a committee meeting (who are not on the Committee) are asked to e-mail the Committee Chair prior to the meeting. All Committee decision-making is reserved for Committee members.
11. Attendance of others at meetings of Board committees shall be limited to administrative support and invited guests, and if decided by the Board of Trustees, the public may attend as observers.

Committee Member Resignations

A Trustee who decides to resign from a Board committee shall provide written notice, two weeks in advance, to the Committee, the Board Chair and the Superintendent or designate. A replacement will be selected at the next public board meeting.