



## Board Committees

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1. The following is a list of the committees of the Board:
  - a. Board Planning Committee
  - b. Board Advocacy Committee
  - c. Teacher Transfer Appeal Committee
  - d. Edmonton Catholic Support Staff Association (“ECSSA”) Appeal Committee;
  - e. Alberta Union of Public Employees (“AUPE”) Appeal Committee;
  - f. Alberta Teachers’ Association (“ATA”) Appeal Committee;
  - g. District Budget Committee;
  - h. Out of Scope Appeal Committee.
2. The Board may, from time to time, establish Ad hoc or special reference committees as it deems necessary.

## TERMS OF REFERENCE

### 3. The Terms of Reference for the Board Planning Committee are as follows:

#### a. Purpose

The Board Planning Committee shall plan the work of the Board and shall examine issues requiring resolution at regular or special board meetings.

#### b. Duties

The Board Planning Committee shall develop, revise, and monitor, board policies governing Edmonton Catholic Schools in the following areas:

- i. Governance Process
- ii. Administrative Responsibilities and Authorities;
- iii. Board-District Staff Relationships;
- iv. Goals.

**c. Organization**

The committee shall meet on those Monday evenings excluding the fifth Monday when the Board does not schedule a Regular Board Meeting from September to June. When a statutory holiday falls on a Monday upon which a Board Planning Committee would be scheduled to meet, the Board Planning Committee shall meet on the Tuesday immediately following. A meeting may be called during the months of July and August in accordance with the Organizational Bylaw.

The meeting agenda and corresponding materials will be provided to all trustees on the Friday prior to the Monday evening meeting.

Notes of each meeting shall be included with the agenda of the following meeting.

Meetings shall be scheduled from 7:00 – 9:30 p.m. Extension to 10:00 p.m. will be by majority of the Board, and extension to 10:30 shall be with unanimous consent of the Board.

**d. Membership**

The committee shall consist of all trustees of the Board, the superintendent, the secretary and treasurer. The chairperson of the committee shall be the Board Chairperson, the vice-chairperson should the Chairperson not be able to be in attendance, or a trustee designated by the Board.

**e. Confidentiality**

Section 10.0 of the Organizational Bylaw requires committee members to respect the confidential nature of information obtained from deliberations of any Board committee.

**4. The Terms of Reference for the Board Advocacy Committee are as follows:**

**a. Purpose:**

The purpose of the Board Advocacy Committee is to, within the resources set out in the annual budget of the Board:

- i. ensure that all stakeholders are provided information they require to understand and clearly articulate the differences between our Catholic education system and the Public school system and to develop, and
- ii. develop an annual advocacy/communication plan to the following three groups who have an impact on Catholic education in Edmonton:
  - a. Government – provincial and municipal as well as Edmonton Public Schools
  - b. Catholic School Supporters – parents and students, church leaders & Catholic organizations such as Catholic Women’s League and Knights of Columbus
  - c. Broader Community – Public at large.

**b. Membership:**

An ad hoc committee consisting of two trustees, with administrative support from the director of Educational Planning and Administrative Services, the superintendent and other administrative support staff whose skills are deemed to be of benefit to the work of the committee will be struck annually.

A trustee will chair the committee.

**c. Organization:**

The committee will meet approximately three times annually. On an annual basis in the fall of each year, the committee will:

- i. develop the focus of the plan and communication strategies centered around the topics that are chosen,
- ii. develop the plan of action, who will be responsible, the stakeholders, and the time line.
- iii. monitor and report activities

**Approved:** February 18, 1997

**Revised:** May 19, 1998, September 10, 2001

November 3, 2003., October 23, 2006

**Reference:** \_\_\_\_\_

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