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**BOARD – STANDING COMMITTEES**

In order to facilitate effective operation, the Board has adopted a committee system. Each committee includes the committee chair, 2 trustees, the Board Chair as an ex officio member, and the Superintendent/CEO. Additional administrative support may be requested by the committee dependent on the matter of discussion. The schedule for committee meetings are set by the Superintendent/CEO. Additional meetings may be called by the committee chair or senior administration as required. There shall be four standing committees of the Board as follows:

- Personnel
- Educational Programming/Public Relations
- Operations/Trustee Indemnities
- Board Policy and Development

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**PERSONNEL COMMITTEE**

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**Mandate**

The personnel committee shall be responsible to the Board for matters related to divisional employee groups.

**Terms of Reference**

- Review and report on all Board referred matters
- Lead negotiations with employee union contracts
- Review all employee contracts and make recommendations to the board

**Membership**

- Committee Chair, 2 Trustees, Board Chair (Ex officio)

**Meetings**

- Prescheduled monthly meetings if required

**Administration Support**

- Superintendent/CEO, Secretary Treasurer/CFO, Human Resources Manager



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**PUBLIC RELATIONS AND EDUCATIONAL PROGRAMMING COMMITTEE (PREP)**

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**Mandate**

The PREP committee shall be responsible to the Board for instructional and public relations matters.

**Terms of Reference**

- Review and report on all Board referred matters
- Suggest strategies for effective promotion of the Board's Vision, Mission, and Values and Board accomplishments

**Membership**

- Committee Chair, 2 Trustees, Board Chair (Ex officio)

**Meetings**

- Prescheduled monthly meetings if required

**Administration Support**

- Superintendent/CEO, Assistant Superintendent, Administrative Assistant

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**OPERATIONS AND TRUSTEE INDEMNITY COMMITTEE**

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**Mandate**

The operations and board indemnity committee shall be responsible to the Board for property, transportation, and finance matters.

**Terms of Reference**

- Review and report on all Board referred matters
- Review and make recommendations on Capital D/Special Facility projects
- Review and make recommendations on Capital D Five Year Plans to Province of Manitoba
- Reviews and makes recommendations on trustee indemnity and divisional mileage rates

**Membership**

- Committee Chair, 2 Trustees, Board Chair (Ex officio)

**Meetings**

- Prescheduled monthly meetings if required

**Administration Support**

- Superintendent/CEO, Secretary Treasurer/CFO, Facilities Supervisor, Transportation Supervisor, Assistant to Secretary Treasurer



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**BOARD POLICY AND DEVELOPMENT COMMITTEE**

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**Mandate**

The board policy committee shall be responsible to the Board for reviewing the Policy Manual on a continual basis and will coordinate all matters relating to trustee education and development with respect to the Board's role and responsibilities.

**Terms of Reference**

- Review and report on all board referred matters
- Drafts policies in accordance with the Board's policy development procedures
- Monitor and review policy in accordance with the Board's policy monitoring procedures
- Annual review and recommendations of the Board agenda format
- Bring forward to the Board recommendations for policy changes, deletions, and additions
- Facilitates the creation of a Board Development Plan and presents to the board for approval
- Recommends appropriate learning opportunities for the Board of Trustees
- Facilitates Board Self Evaluation process and reports to Board
- Plans and delivers new Trustee orientations in consultation with the CEO/Superintendent and the board

**Membership**

- Committee Chair, 2 Trustees, Board Chair (Ex officio)

**Meetings**

- Prescheduled bi-monthly meetings if required

**Administration Support**

- Superintendent/CEO, Secretary Treasurer/CFO, Executive Assistant