



## **Board Operational Goals**

The Board's primary responsibilities shall be to establish those purposes and programs which will best produce the educational achievement needed by PRSD students. The Board, through its operations, shall seek to achieve the following goals:

- to concentrate the Board's collective effort on its policy governance and planning responsibilities
- to formulate Board policies which best serve the educational interests of each student
- to provide the Superintendent/CEO with sufficient and adequate guidelines for implementing Board policies
- to maintain effective communication with the public, staff, and students in order to maintain awareness of attitudes, opinions, needs, desires, and ideas
- to conduct Board business openly, soliciting and encouraging broad based involvement in the Board's decision-making processes by the public, students, and staff

### **6.1. Board Organization**

The Board is committed to representing the best interests of the entire community that comprises PRSD through effective governance. It is the Board as a body that speaks for the division and Board practice recognizes that it is the Board, not Trustees, who have authority. There are roles and responsibilities for individual Trustees derived from the roles and responsibilities of the Board as a whole group. All powers of the Board lie in its action as a group. Therefore, a Trustee shall have power only when the Board, by vote, has delegated authority to that Trustee.

### **6.2. Role of the Chair**

The Chairperson is elected by the Trustees to lead the processes of the Board. The Board recognizes that the Chairperson is typically the official spokesperson of the Board, signs all legal documents on behalf of the Board, and chairs most of the meetings of the Board. The Chair acts as an ex officio at committee meetings. The vice-chair shall assume the duties of the chair at the Board table and committees as ex officio in his/her absence.

### **6.3. Principles Surrounding Committee Structure**

Committees of the Board are established to enhance and complement the work of governance and report to the Board. Board Committees do not assist or advise staff and shall only request information from staff through the Superintendent/CEO. Ad Hoc and Special committees are established by the Board for a specified purpose.



#### 6.4. Board Committees

In order to facilitate effective operation, the Board has adopted a committee system.

There shall be four standing committees of the Board as follows:

- Personnel
- Public Relations/Educational Programming
- Operations/Indemnities
- Board Policy

The Board as a whole is the finance committee.

a. **Rules of Committees** – Committees shall:

- i. Not cause any action to be taken on any matter, but shall submit recommendations to the Board for approval
- ii. Consider all discussions and recommendations at the committee level to be confidential
- iii. Not make any statement, announcement, commitment, press or publicity release dealing with Board policies, actions or plans unless prepared in writing and approved by the Board
- iv. Present at the next Board meeting a written report in the prescribed format

Ex officio members of a committee shall not be counted in establishing a quorum, but have all the rights of a committee member.

The committee meeting agendas shall be determined by the respective committee Chair in collaboration with the appropriate senior administrator.

b. **Responsibilities of Committees**

Committees deal with matters sent to them by the Board and as per the Terms of Reference.

i. **Ad Hoc Committee**

The Board may create ad hoc committees as required. Ad hoc committees deal only with matters that have been referred to it by the Board and are responsible for action and policy recommendations to the Board. There are no ex officio members on this committee unless appointed by the Board.

ii. **Liaison Committees**

Liaison committees allow the Board to network with divisional staff. The objective is to build positive relationships with staff, senior administrators, and Trustees to share items which enable a better understanding of the common purposes of our mission statement



**iii. Other Committees**

Special committees of the Board may be struck for specific functions, as required, and shall be discharged upon the completion of their functions and upon the receipt and acceptance of their written report to the Board. There are no ex officio members on this committee unless appointed by the Board.

**6.5. Committee of the Whole**

There are three (3) primary areas of responsibility where the Board functions as a Committee of the Whole, namely Policy, Finance, and Personnel.

- a. **Policy** – The Board is responsible for the:
  - i. Development or amendment
  - ii. Approval
  - iii. Review of all Prairie Rose School Division Board policies
- b. **Finance** – The Board is responsible for the:
  - i. Development of all division budgets according to its guidelines and working in conjunction with the Superintendent/CEO and the Secretary-Treasurer
  - ii. Perusal of all accounts of division income and expenditures
  - iii. Appointment of auditors
- c. **Personnel**
  - i. All trustees are involved in the hiring of members of the senior administration Team

**6.6. Recruitment of Senior Administration**

The Board hires senior administration positions and sets remuneration.

**6.7. Public Attendance at Board Meetings**

The Board encourages attendance at public Board meetings.

**6.8. Meetings**

a. **Re-organizational Meeting**

It is the role of the Board to commence the first meeting of the Board in accordance with *PSA*.

*(The first meeting of the Board shall take place in September. In a Trustee election year, the first meeting of the Board shall take place within 14 days after Trustee general elections.)*

b. **Regular Meetings**



The agenda reflects the business the Board must monitor, attend to, and pursue in its governance role. A proposed agenda is presented at the beginning of each regular Board meeting, which usually takes place on the first and third Monday of each month. The parliamentary authority used for PRSD meetings is Roberts Rules of Order. Regular meetings are normally convened with the Superintendent/CEO and Secretary-Treasurer present.

**c. Special Meetings**

Special Board meetings may be called at any time by the Chair with the consent of a quorum of the Trustees, as per PSA. Special meetings are usually convened with the Superintendent/CEO and Secretary-Treasurer present.

**d. In-camera Meetings**

In-camera meetings are held in accordance with the PSA. However, at times, it is appropriate for the Board to meet behind closed doors when the Board must deal with sensitive matters. All discussions are and shall be confidential.

**e. Delegations to the Board Meeting**

Delegations from the public are welcome to present to the Board at regular Board Meetings. The delegations shall submit their request in writing to the Secretary-Treasurer who will advise the delegation of guidelines as outlined in the Board by-laws.

Any associated documentation and background information will be considered by the Board. The Board will not offer their decision to the delegation at the time of the presentation. With unanimous agreement by the Board, the Board may hear an unannounced delegation.

**6.9. Commitment to Respect the Decisions of the Board**

According to PSA, the Board is a corporate body established to provide governance and leadership for PRSD. As members of a democratically-elected body, it is important and necessary for individual trustees to be active participants at Board meetings, and to encourage and represent a diversity of viewpoints. Individual trustees are ultimately accountable to the public to bring forward the voice and views of the people within the jurisdiction of PRSD. This commitment to respect the decisions of the Board does not demand unanimous decisions, but does require that all Trustees shall respect the decisions of the Board.

Trustees shall:

**a. Support Board decisions**

Trustees are expected to contribute and to influence the decisions of the Board. Board decisions are only those that have been voted upon and are reflected in the minutes of the Board meetings as policies or resolutions. Once the Board has made a decision, each Trustee will respect that decision..

**b. Never attempt to exercise individual authority over the organization or the Superintendent/CEO**



While the Board expects individual Trustees to be given common courtesy, it does not require the Superintendent/CEO or any other staff member to heed any individual Trustee's opinions or instructions. Individual Trustees have no authority over staff and staff operations.

- c. As members of a governance board, Trustees will focus on what needs to be accomplished for effective governance while at the Board table
- d. Refer community members to the correct channels if necessary
- e. Inform the Superintendent/CEO of any substantial issues
- f. Recognize that the Chairperson is the official spokesperson of the Board, unless that responsibility has been delegated by the Board

## **6.10. Community Connections**

The Board will establish formal connections with the community, with government, and with other relevant agencies and organizations to support the achievement of Board goals for PRSD. The Board will share information, proactively identify issues of importance, work collaboratively and build relationships.

Keeping the public informed of the Board and divisional challenges, deliberations, policies, and actions by encouraging the attendance of public and media at all meetings with the exception of in-camera meetings

## **6.11. Liaison with School Boards Association**

PRSD will remain a member of MSBA and pay such fees as are levied by that association unless otherwise decided by a majority vote.

## **6.12. Terms of Reference**

See Addendum #1