



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

PERSONNEL COMMITTEE

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, Human Resources Manager



PUBLIC RELATIONS AND EDUCATIONAL PROGRAMMING COMMITTEE (PREP)

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

OPERATIONS AND TRUSTEE INDEMNITY COMMITTEE

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, Facilities Supervisor, Transportation Supervisor



BOARD POLICY AND DEVELOPMENT COMMITTEE

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, Senior Executive Assistant