

## Policy 7 – Board Committees

### Background

The Board is authorized under the *School Act* to establish standing and ad-hoc committees to support its governance responsibilities. These committees operate within a structured framework, including, compliance with legislative requirements and adherence to recognized parliamentary procedures.

### Process

1. Board Standing Committees
  - a. The Board may establish standing and ad-hoc committees to assist with its governance functions.
  - b. Meetings shall be conducted in accordance with Robert’s Rules of Order.
  - c. Standing committees are formed to assist the Board with duties that are ongoing or recurring.
  - d. Only trustees may vote.
  - e. The Board Chairperson shall appoint trustees to committees following the inaugural meeting of the Board and review appointments annually or earlier as required.
  - f. Committee meeting schedules shall be established at the first regular meeting of each standing committee following annual appointments.
  - g. The Superintendent, Secretary-Treasurer or their designates shall keep the committee chairpersons informed of matters within their jurisdiction.
  - h. The Secretary-Treasurer shall prepare agenda packages and record and retain committee minutes.
2. Finance Committee
  - a. Composed of the entire Board, executive committee and fiscal management services staff.
  - b. The committee chairperson is appointed annually by the Board Chairperson.
  - c. The committee shall provide financial oversight and recommendations on budget priorities and fiscal management.
  - d. The committee will provide regular financial updates to the Board, as required.
3. Audit Committee
  - a. Established in accordance with the *School Act*.
  - b. The committee shall be composed of:

- i. Three trustees, one of whom is the Finance Committee chairperson; and
    - ii. One external non-voting, advisory member who is independent from the district and experienced in auditing, accounting, financial management or other relevant business experience.
      - 1. The term of office for the external community member will be reviewed annually. The external community member's term may not exceed five years unless the position has been publicly advertised and no potential qualified and appropriate candidates have been identified.
  - c. The chairperson and trustee representatives are appointed annually by the Board Chairperson.
  - d. The committee shall:
    - i. Be supported by the executive committee and other resource personnel;
    - ii. Report to the Board through the Finance Committee;
    - iii. Meet at least three times per year;
    - iv. Support financial reporting, audit functions, internal control measures, risk assessment and mitigation and compliance matters; and
    - v. Make recommendations to the Finance Committee and Board.
4. Policy Committee
- a. Composed of three trustees, one of whom will be appointed committee chairperson.
  - b. The chairperson and trustee representatives are appointed annually by the Board Chairperson.
  - c. The committee shall:
    - i. Be supported by the executive committee and other resource personnel;
    - ii. Address Board policy matters;
    - iii. Report activities and outcomes to the Board through the committee chairperson;
    - iv. Establish an annual policy review work plan; and
    - v. Address matters referred by the Board and make recommendations.
5. District Committees
- a. Trustee representatives are appointed annually, as required, by the Board Chairperson.
  - b. Membership and meeting frequency vary by committee.
  - c. Meetings are scheduled by the assigned staff contact.
  - d. Committees shall report activities and outcomes to the Board through the committee chairperson.
  - e. Unless authorized by Board resolution, staff and other members act as resource persons only and do not have a vote.
  - f. Meetings shall be conducted in accordance with Robert's Rules of Order.
6. External Committees

- a. Trustee participation may be requested, expected or otherwise considered to be in the best interests of the Board.
- b. Trustees may not be required to attend all meetings but may be consulted as needed.
- c. Trustee voting rights depend on the mandate of the external committee; roles typically serve as liaison or resource.
- d. Trustees shall not act on behalf of or commit the Board.
- e. Trustees shall report activities at regular meetings of the Board, consistent with Policy - Board Operations.

7. Ad-Hoc Committees

- a. The Board may establish ad-hoc committees for specific purposes and shall dissolve upon completion of their mandate.
- b. The Board Chairperson shall appoint trustee representatives upon establishment of the committee.

8. Trustee Responsibilities as Board Representatives

- a. Provide regular updates to the Board on committee activities.
- b. Ensure minutes are submitted to the Secretary-Treasurer for inclusion in the Trustee' Information Bulletin.

9. Resource Personnel

- a. The Superintendent may appoint resource personnel to committee work.

**References**

*School Act, R.S.B.C., 1996, c. 412.*

Approved: June 10, 2026