

GOVERNANCE CULTURE
GC-5: Board Committees

Monitoring Method: Board Self-assessment
Monitoring Frequency: Annually

The Board may create committees if they are deemed helpful to assist the Board in the performance of its responsibilities. If committees are established, they will be used exclusively to support the work of the Board as described in Policy GC-3, and will never be created or used to assist the Chief Superintendent in any operational area.

- 5.1 Board committees and other such entities by whatever name created by the Board will not be used to direct, advise, assist or oversee employees. Committees customarily will prepare recommendations for Board consideration. Board committees will have no authority over employees, and may exercise demands on employee's time and organizational resources only to the extent authorized in this policy. Members are not entitled to any fees or compensation.
- 5.2 Board committees may not speak or act for the Board. The responsibilities and authority of all Board committees are carefully stated in this policy to assure that committees fully understand their duties and extent of authority, and to assure that committee work will not usurp or conflict with the Board's own authority or conflict with authority delegated to the Chief Superintendent.
- 5.3 All Board committees are considered to be ad hoc, or temporary. The date for their termination is listed for each committee. Committees may be renewed or reauthorized upon their expiration, but unless the Board acts to renew the committee's existence, it shall cease to exist upon the date specified.
- 5.4 The Board shall appoint members to committees and these members shall serve at the pleasure of the Board. Committee membership shall be reviewed annually at the Organizational Meeting and more frequently if the Board of Trustees so determines.

- 5.5 Board committees may or may not include members of the Board.
- 5.6 All meetings of committees shall be held in private. The committees may hold its meetings, and members of the committee may attend meetings by electronic means, provided all meeting attendees can hear each other.
- 5.7 Chairpersons shall establish the agendas for meetings, ensure that properly prepared agenda materials are circulated to the members with sufficient time for study prior to the meeting, and be responsible for reporting to the Board of Trustees with minutes following each meeting.
- 5.8 Minutes of all meetings of Board committees shall be provided to the Board of Trustees by the Chair and filed with the Board of Trustees for the corporate record and indicate at least the following information:
 - a. date and place of meeting;
 - b. attendees;
 - c. record of decisions and who is assigned any actions arising;
and
 - d. date, time and place of next meeting.
- 5.9 All Committees shall report annually to the Board of Trustees on the Committee's responsibilities and how it has discharged them.
- 5.10 All Board committees are listed in GC-5E.

Adopted: January 24, 2012