

**GOVERNANCE CULTURE**  
**GC-5E: Board Committees Terms of Reference**

**Monitoring Method:** Board Self-assessment  
**Monitoring Frequency:** Annual

**Advocacy and Community Relations Committee****Purpose/Charge:**

The purpose of the Advocacy and Community Relations Committee (the “Committee”) is to support the Board of Trustees with:

- leading strategic advocacy efforts aligned with the Board of Trustees’ policies and priorities, and the needs of The Calgary Board of Education (CBE) and the students it serves;
- facilitating constructive two-way dialogue with provincial and municipal elected officials;
- supporting stakeholder communication and engagement, as required, with parents/guardians, students, employees and the citizens of Calgary;
- promoting the value of public education; and
- promoting the role of publicly elected school board trustees.

**Membership:**

1. All members of the Board of Trustees, one of whom will serve as the Chair of the Committee. The Committee Chair will be appointed annually at the Board of Trustees’ Organizational meeting.

**Meetings:**

1. The Committee will meet monthly and may meet at such other times as required by the Committee Chair.
2. The Chair of the Committee shall establish the agendas for meetings, ensure that properly prepared agenda materials are circulated to the members with sufficient time for review prior to the meeting, and be responsible for reporting to the Board of Trustees.
3. A majority of the members of the Committee shall constitute a quorum.
4. The Chief Superintendent, members of Administration, as determined by the Chief Superintendent, and the Corporate Secretary shall attend all meetings of the Committee.



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1. The Committee Chair or their designate shall report to the Board on matters arising at Committee meetings. The Committee Chair shall report at least annually to the Board of Trustees on the Committee's responsibilities and how it has discharged them.
2. Minutes of all meetings of the Committee shall be provided to the Board of Trustees by the Chair and filed with the Board of Trustees for the corporate record.

**Roles and Responsibilities:**

1. The Committee shall have the responsibilities set out in Appendix I as well as any other matters as may be delegated to the Committee by the Board from time to time.
2. The Committee and each of its members shall comply with such additional requirements as may be specified in the *Education Act* and in resolutions of the Board in effect from time to time.

**Authority Over District Resources:**

The Committee shall have no authority over resources of The Calgary Board of Education; this is a responsibility of the Board of Trustees.

Approved: March 3, 2026

**Appendix I**  
**Advocacy and Community Relations Committee**  
**Roles and Responsibilities Calendar**  
√ When Performed

Roles and Responsibilities	Monthly	Annually	As Required
1. Oversee the development of the Board of Trustees' advocacy and communication plans that include: business objectives, communication objectives, communication strategy, key messages, risks and objectives, key audiences and communication materials and tactics, and recommend plans to the Board of Trustees (Board).		√	
2. Ensure advocacy and communications plans align with Board's policies, Board priorities, Three Year Capital Plan, Education Plan, and Annual Budget.	√		
3. Collaborate with CBE Administration in the identification of advocacy priorities for the Board of Trustees.	√		
4. Collaborate with CBE Administration in the implementation and continuation of the advocacy and communication plans.	√		
5. Monitor and assess policy and legislative developments affecting education and advise the Board on implications.	√		
6. Recommend updates to the Board's advocacy and/or communication plans in response to legislative changes, government announcements, and other initiatives.			√
7. Review and assess Board communications related to the advocacy and communication plans, Board reports, and community updates that increase public confidence in the CBE, and recommend messaging to the Board.			√
8. Develop opportunities for the Board and trustees to promote the benefits of public education and publicly elected school board trustees.	√		

**Board of Trustees’  
Governance Policy**

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<p>9. Develop opportunities for the Board to increase public awareness in the roles that provincial government and school boards/trustees play in educational governance, including but not limited to helping the public understand the differences between school board governance vs operations.</p>	<p>√</p>		
<p>10. Support the Board in expanding and/or partnering with various organizations, not-for-profit groups, and community groups to support public voice in public education within the structure of boards of trustees and beyond.</p>	<p>√</p>		
<p>11. Support organizing Board and/or trustees’ meetings and engagements with provincial and municipal elected officials.</p>	<p>√</p>		
<p>12. Receive updates and debriefs on meetings and events the Board and/or trustees attended with elected officials, school councils and Calgarians.</p>	<p>√</p>		
<p>13. Plan community of school council meetings, communications and other engagement opportunities with CBE school councils.</p>			<p>√</p>
<p>14. Review the Advocacy and Community Relations Committee Terms of Reference once every year to ensure its continued relevance and appropriateness, and make recommendation(s) to the Board.</p>		<p>√</p>	