

## Board Executive Terms of Reference

Approved  
April 5, 2016

**Status:** Standing Committee

### Purpose:

- Assist and advise the Board Chair and Superintendent on matters of Board operating procedures, policies and by-laws when requested.
- Respond to unresolved concerns, including those related to code of ethics, referred by the Board Chair, individual Board members, the Board or the Superintendent of Schools.
- Act upon requests from Board members to attend professional development/conferences that require access to the supplementary fund.
- Prior to the fiscal year end, after a regular school board member election, review accumulated unused supplementary funds; forecast upcoming professional development expenditures to the end of the fiscal year; and identify uses for unused supplementary funds during the budget process.
- Approve Board members' expense claims.
- Spend up to a maximum of \$100.00, from a specific budget allocation, for gifts, flowers, etc., when the need arises.
- Act on behalf of the Board when, in the opinion of the Chair, it is necessary to assure efficient operation of the Board.
- Perform other duties assigned by the Board.

### Procedures:

- In accordance with the *Education Act*, the Board Executive meetings will be open to the public.
- In accordance with the Board By-laws, *Kerr/King* Rules of Order will be used to conduct the business and a quorum will represent a majority of Board members serving on the Board Executive at the time.

### Membership:

- Board members to be duly appointed by the selection process in the Board By-laws and comprise the following membership:
  - The voting members of the Board Executive will be the Chair and Vice Chair of the Board and a third Board member selected by the Board.
  - The Board Chair shall be the Chair of the Board Executive.
- Staff membership to include:
  - The Superintendent of Schools shall attend Board Executive meetings.
  - The Board Secretary will attend meetings when requested by the Chair or Superintendent to record minutes.

### Reporting:

- Whether minutes of a meeting are kept or not, the Board Chair or designate shall report to the Board in writing or verbally at the next regular Board meeting or earlier if warranted.

### Meeting Dates:

- The Board Executive shall meet only as the need arises and may be called by any of the Executive members.