

Status: Standing Committee

Purpose:

- To provide advice to the Board with respect to Programs and Services policies and governance matters.
- To establish program and service priorities and to communicate these priorities to the Board.
- To make recommendations regarding the allocation of human and financial resources to support the implementation and maintenance of programs and services.
- Formulate policy with respect to programs and services matters.
- Review the guiding principles for human and financial resource allocation to ensure decisions are based on Programs and Services priorities.
- Ensure an equitable level of service to all students, while taking into account variations in needs and school-level priorities.
- To recommend actions/decisions to the Board for approval.
- Provide input into the Board's Annual Education Business Plan.

Procedures:

- In accordance with the *Education Act*, Education Committee 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 Education Committee at the time.
- Confidential documents which are circulated for review and/or exploration at Committee meetings will be returned by members prior to the end of the meeting.

Membership:

- Board members to be duly appointed by the selection process in the Board By-laws and comprise the following membership:
 - Membership will be in accordance with the Board By-laws.
 - The Chair and Vice Chair of the Board are ex-officio (non-voting) members unless they are serving as regular voting members.
 - The Chair and Vice Chair of the Committee shall be elected at the first meeting of the Committee following the approval of the Nominating Committee Report.
- Staff membership to include:
 - The Superintendent of Schools is an ex-officio (non-voting) member.
 - The Director of Programs and Services will coordinate the work of the Committee.
 - The Executive Assistant to the Director of Programs and Services is the Recording Secretary for the Committee.
 - Other staff may attend when appropriate.

Education Committee Terms of Reference

Reporting:

- The Director of Programs and Services and the Executive Assistant to the Director of Programs and Services in consultation with the Committee Chair, will prepare the agenda for prior circulation to all Board members, the Regional Education Officer, and appropriate staff.
- Minutes will be circulated to all Board members, the Regional Education Officer, and appropriate staff.
- Agendas and minutes will be posted to the Board website by the Board Secretary.
- The Committee Chair will provide a monthly report at regular Board meetings.

Meeting Dates:

- Meetings will be held monthly.
- Special meetings may be called by the Committee Chair when necessary.