

EXECUTIVE AND GOVERNANCE POLICY

8.0

Policy Title: 8.0 Committees

Last Approved: September 2017

BACKGROUND

The Executive may establish committees to assist it to carry out its work. A committee is an Executive committee only if its existence and charge come from the Executive, regardless of whether Executive members sit on the committee. Executive committees, when used, will be assigned so as to reinforce the wholeness of the Executive's responsibilities. In accordance with SSBA Bylaw No. 5 (Duties of the President and Vice-President), the President may also name school board members to standing and special committees. School board members appointed to these committees represent the interests of the SSBA and report to the SSBA Executive on business of the committee.

APPLICATION

This policy applies to the Executive to govern Executive committees formed by Executive action, whether or not it is called a committee, and whether or not it includes Executive members. It also applies to individuals appointed by the President to standing and special committees.

POLICY STATEMENT

1. Executive committees created by the Executive, shall be guided by the following principles:
 - 1.1. In keeping with the Executive's broader focus, Executive committees will normally not have direct dealings with current staff operations or exercise authority over staff.
 - 1.2. Executive committees may not speak or act for the Executive except when formally given such authority for specific and/or time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Executive Director.
 - 1.3. The Executive Director works for the full Executive, therefore the Executive Director will not be required to obtain approval of an Executive committee before an administrative action, except where the Executive committee has been delegated specific authority to act on behalf of the Executive.
 - 1.4. Executive committee that has helped the Executive create a policy will not then be assigned to monitor compliance with that policy. This separation of responsibility for policy development and responsibility for monitoring policy compliance is to prevent a committee from identifying with a part of the organization rather than the whole. The Executive retains responsibility and authority to monitor organizational performance.
 - 1.5. Except as defined in written terms of reference, no Executive committee has authority to commit the funds or resources of the Saskatchewan School Boards Association.
 - 1.6. Executive members assigned to Executive committees will carry out their duties with diligence, attend committee meetings and actively engage in the committee.
2. Executive committees created by the Executive, shall have the following structure:
 - 2.1. Standing committees of the Executive are established to assist the Executive with work of an on-going nature. The only standing committees of the Executive are those set out in Executive policy.

- 2.2. Ad hoc committees of the Executive are established to assist the Executive on a specific matter for a specified period.
- 2.3. Committees of the Executive:
 - 2.3.1. Are advisory to the Executive;
 - 2.3.2. Shall have a Chair appointed by the President, or at the President's discretion, have a Chair determined by the committee;
 - 2.3.3. Shall have a defined mandate with written terms of reference approved by the Executive;
 - 2.3.4. The committee Chair shall report to the Executive and make recommendations for the Executive's consideration within the committee's terms of reference, but the power to make decisions rests with the Executive.
- 2.4. The Executive shall determine the budget of its committees.
- 2.5. The Executive Director may appoint Association staff members as a resource to committees of the Executive.
- 2.6. Committee expenses will be reimbursed in accordance with Financial and Operational Policy 4.1 – Executive and Committee Honorarium and Expenses.
3. The following are standing or required committees:
 - 3.1. Audit and Finance
 - 3.2. Board Development
 - 3.3. Employee Benefits Plan
 - 3.4. Executive Human Resources
 - 3.5. Executive Policy Review
 - 3.6. General Insurance Plan
 - 3.7. Resolutions and Policy Development
4. Ad hoc committees may be established from time to time to assist the Executive for a specific purpose or function. These may take the form of working advisory groups. The terms of reference for each ad hoc committee will be established at the time of formation. The term of appointment shall end upon conclusion of the appointed purpose or function or at the pleasure of the Executive.
5. The Executive Director may appoint resource personnel to work with standing or ad hoc committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.
6. External Committees
 - 6.1. The Executive will determine whether the Association wishes to be represented on various external committees, agencies and organizations.
 - 6.2. Subject to Bylaw No. 5 (Duties of the President and Vice-President), appointments to committees shall be made by the President, in consultation with the Vice-President and Executive Director. Any requests coming to the Executive for Association appointments to

external committees involved with work that is in the Executive Director's delegated operational area will be referred to the Executive Director.

- 6.3. The Executive will determine the Association key messages to be carried forward by each representative. The Executive Director may appoint resource personnel to work with representatives and shall determine the roles, responsibilities and reporting requirements of resource personnel.
- 6.4. The Executive will assign an Executive member as a liaison to the individual appointed to a committee.

7. Reporting

- 7.1. Each committee is expected to report to the Executive, through the Executive member assigned as liaison to the school board member appointed to a committee, using the SSBA Committee Report template.

8. Honorarium and Expenses

- 8.1. Shall be paid in accordance with Financial and Operational Policy 4.1. – Executive and Committee Honorarium and Expenses.

REFERENCES

SSBA Bylaw No. 5 – Duties of the President and Vice-President
Executive Committee / Working Advisory Group Terms of Reference
Executive Policy 7.0 – Executive Operations
Financial and Operational Policy 4.1 – Executive and Committee Honorarium and Expenses
SSBA Expense Claim Template
SSBA Committee Report Template