

7. Board Policy *Board Committees and External Representation*

Board Committee Principles

The Board is a corporate body and may establish committees to assist it to carry out its work. The primary purpose of all Board committees shall be to act in an advisory capacity to the Board.

1. Board committees are to help the board do its job, not to help the staff do their jobs. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. Board committees are established by the board to advise the board on specific issues.
2. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the superintendent.
3. Board committees cannot exercise authority over staff. Because the superintendent works for the full board, he or she will not be required to obtain approval of a board committee before an executive action. Board committees will normally not have direct dealings with current staff operations. Committees shall not interfere with delegation from board to the superintendent.

Guidelines for Board Committees

1. The Board shall establish Board Committees, as it deems necessary, by Board resolution.
2. The Board will determine the terms of reference of each committee, including purpose, membership, specific responsibilities / guidelines and meeting requirements. • The Board Chair will appoint trustees to the standing committees at the annual Organizational Meeting.
3. The Board Chair may be an ex-officio member of all Board committees and may actively participate.
4. Board Committees will select a chair at their first committee meeting following the annual Organizational Meeting.
5. The Board Committees may make recommendations to the Board but do not hold any governance authority.
6. The chair of each committee is responsible for reporting any recommendations or findings to the Board for their consideration or information.

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7. If an agreed upon emergent item comes up prior to a scheduled Board Committee meeting, that falls under the Board Committee's responsibility, it should be brought directly to the Board of Trustees to be dealt with in a timely fashion. If a committee member misses a meeting, it is their responsibility to reach out to the chair of the committee to get an update from the meeting.

8. Each Board Standing Committee structure and mandate will be reviewed from time to time.

Standing Committees

Standing committees are established to assist the Board with work of an ongoing or recurring nature.

Board General Committee

Purpose

The Board General Committee shall plan the work of the board and shall examine issues requiring debate and resolution at regular or special board meetings. The committee is informational in nature and shall coordinate its work with the Superintendent.

Membership

1. The Board General Committee shall consist of all trustees of the board, the Superintendent, Deputy and Assistant Superintendent and the Chief Financial Officer. The chairperson of the committee shall be the board chairperson, vice-chairperson or a trustee designated by the board.

Specific Responsibilities / Guidelines

The Board General Committee shall:

2. Hear recommendations and findings from the Policy Review Committee on developing, revising and monitoring Board Policies governing the Division.
3. Hear delegations or receive information on appeals of board policies. The decision of the board on such appeals will be tabled to the next regular meeting of the board unless there are time restrictions.
4. Receive executive and external reports.
5. Respect the confidential nature of information obtained from deliberations of the Board General Committee.

Meetings

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6. Typically, the committee shall meet the fourth Tuesday of each month from September to June. A meeting may be called during the months of July and August if required, at the call of the chair.
7. The meeting agenda will be provided to all trustees not less than seventy-two hours prior to the date and time of each meeting.
8. Minutes of each meeting shall be included with the agenda of the following meeting.
9. A Trustee may participate in a meeting by videoconference or telephone conference provided that trustees participating in the meeting and members of the public attending the meeting can hear each other.
10. Trustees participating in a meeting by electronic means or other communication facilities are deemed to be present at the meeting.

Teacher / Board Advisory Committee

Purpose

The Board believes regular communication with staff members is important and necessary for an effective school system. While recognizing the Board's authority to establish policy under the Education Act, Section 53, the Board values input from teachers on school and division operational issues. The Teacher / Board Advisory Committee will identify issues and propose possibilities for school and system improvement.

Membership

1. The Teacher / Board Advisory Committee will consist of a maximum of three Trustees including Board Chair as an ex-officio member, four teachers, the Superintendent and the Chief Financial Officer.
 2. Additional resource people may be in attendance depending upon the agenda topics.
- Specific Responsibilities / Guidelines.**
3. Policies and procedures relevant to teachers and that are under consideration by the Board shall be discussed at Teacher / Board Advisory Committee meetings. If a meeting of members is not possible, the draft policy will be distributed for input.
 4. Teacher representatives may initiate discussion on policies and procedures.
 5. The committee is not intended to discuss issues relating to the Collective Agreement Meetings.
 6. The Teacher / Board Advisory Committee will meet as required.

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7. Trustee or teacher members of the Committee may request a meeting with the Superintendent.
8. Teacher sub-costs will be paid by the Local ATA.
9. The Superintendent and the Local ATA President will meet to plan the agenda. The Board will have input through the board committee members.
10. Chairing the meeting will alternate between a Trustee and teacher.
11. Meeting minutes will be recorded and posted on the Prairie Rose website following approval by the co-chairs of the committee.

Support Staff / Board Advisory Committee

Purpose

The Board of Trustees believes regular communication with staff members is important and necessary for an effective school system. While recognizing the Board's authority to establish policy under the Education Act, Section 53, the Board values input from support staff on school and division operational issues. The Support Staff / Board Advisory Committee will identify issues and propose possibilities for school and system improvement.

Membership

1. The Support Staff / Board Advisory Committee will consist of a maximum of two trustees, five support staff representatives, the Superintendent and the Chief Financial Officer.
2. Additional resource people may be in attendance depending upon the agenda topics.
3. Support staff employees who wish to serve on the Committee may indicate their interest, in writing, to the Chief Financial Officer. Committee members will be selected by the Superintendent, with a focus on obtaining representatives from each of the general employee categories (secretarial, administrative assistants, teacher education assistants, librarians, custodial / maintenance, student services, and central office).
4. Employee representatives will each serve for a four-year term with effort to have a balance of new and experienced members.

Specific Responsibilities / Guidelines

5. Any member of the Support Staff / Board Advisory Committee may initiate discussion on any matter relevant to support staff.

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6. While the primary purpose of the committee is to consider initiatives for school and system improvement, committee members may propose items for discussion that are connected to the employment conditions for non-union support staff. The Committee does not have a mandate to resolve such issues but may refer the matter to senior administration or the board.

Meetings

7. The Support Staff / Board Advisory Committee will meet a minimum of once per year.
8. Trustee or employee members of the Committee may request a meeting to the Chief Financial Officer.
9. Discussion items will be sent to the Chief Financial Officer who will be responsible for distributing the agenda to committee members.
10. Chairing the meeting will alternate between a trustee and an employee.
11. Meeting minutes will be recorded and posted on the Prairie Rose website following approval by the co-chairs of the committee.

Advocacy Committee

Purpose

The Prairie Rose Public Schools is a champion of public education for all students and as such the Board of Trustees will advocate for necessary supplies and services to provide for a high quality and well-rounded educational program. Trustees will advocate for the needs of Prairie Rose Public Schools students to ensure that there is equity and quality in the learning environment, regardless of whether the student resides in an urban, metro or rural environment. Parents / guardians who choose to send their children to Prairie Rose schools will be assured that their child will be provided a safe and caring learning environment, which cares for and respects the diversity and needs of all students and staff.

Trustees are committed to providing opportunities to engage with educational stakeholders, to listen to ideas and concerns and to plan for success for each student.

Educating a child requires the coordination of services locally and throughout the province of Alberta. Trustees are committed to engaging with community, government, parents, the public sector and with private enterprise to evaluate current needs and to plan for sustainability in the learning environment.

Membership

1. The advocacy committee will consist of three trustees, Superintendent and any other members of the executive team that the Superintendent delegates to participate.

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2. Other members will be invited as deemed necessary by the committee. Specific Responsibilities / Guidelines
3. Create an advocacy plan to share with the Board of Trustees for approval. The advocacy plan may involve multiple years and would not require annual approval.
4. Review the advocacy plan with the board of trustees on an annual basis.
5. Align the PRPS Advocacy Plan with the PRPS Three Year Education Plan.
6. Identify emergent advocacy needs and bring forward to the Board of Trustees any mid-year adjustments to the PRPS Advocacy Plan.
7. Attend to other advocacy matters as the Board may determine.

Meetings

8. One trustee will be selected by the three committee trustees to lead discussions and schedule meetings.
9. Meetings will be held a minimum of twice a year for planning purposes.
10. Additional meetings will be called on an as needed basis by the chair of the advocacy committee, due to emergent issues that arise at board meetings.

Audit Committee

Purpose

The Board of Trustees and Prairie Rose School Division believes regular communication with an external auditor and members of the business/adult learning community is important in fulfilling the financial oversight responsibilities of the Board and Superintendent. The financial oversight responsibilities include, but are not limited to, ensuring the division's annual financial statements are in accordance with Canadian Public Sector Accounting Standards, monitoring the effectiveness of internal controls over financial reporting and confirming the Division's compliance with laws and regulations.

The Audit Committee will work with the external auditor to achieve appropriate oversight of the division's financial records and procedures and report all findings to the Board. The Audit Committee Terms of Reference have been developed in conjunction with Section 142 and Section 53(1)(a) of the Education Act.

Membership

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1. The Audit Committee will consist of one trustee, Superintendent, Chief Financial Officer, Controller, and an external member from each of the business community and adult learning community, who are not a trustee, and appointed by Board resolution.
2. The external members included above will be appointed annually. They will be compensated for meetings daily per diem and reimbursed for expenses in accordance with GP14 Trustee Honorarium & Expense Reimbursement.

Specific Responsibilities / Guidelines

3. Recommend the external auditors to the Board.
4. Review the auditor's proposed audit scope and approach.
5. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the Division, including non-audit services and discussing the relationship with the auditors.
6. Review with management and the auditors the results of the audit, including any difficulties encountered.
7. Review annual financial statements considering completion consistent with information known to committee members, as well as reflect appropriate accounting principles.
8. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control.
9. Understand the scope of the auditor's review of internal control over financial reporting and obtain reports on significant findings and recommendations, together with management's responses.
10. Follow-up on whether management is resolving significant issues raised by external and internal auditors and others.
11. Review with management and the auditors all matters required to be communicated to the Board. At a minimum, reporting to the Board by the Audit Committee shall include the audit results, management letter identifying internal control weaknesses and the review of the financial statements.
12. Attend to other matters as the Board may determine.

Meetings

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13. Meetings will be held annually prior to commencement of the audit and subsequent to the completion of the audit. A third meeting will be required in years where the audit committee is required to recommend an external auditor to the Board.

14. The Audit Committee has the authority to convene additional meetings, as circumstances require.

15. May invite auditors or others to attend meetings and provide pertinent information, as necessary.

16. May hold private meetings with auditors and executive sessions.

Policy Review Committee

Purpose

The Policy Review Committee will routinely review (and revise if required), develop and monitor Board policies governing the division to ensure the division is optimally functioning. While recognizing the Board's authority to establish policy under the Education Act, this board committee will make recommendations on Board policies to the Board of Trustees.

Membership

1. The Policy Review Committee will consist of three trustees, Superintendent, and Chief Financial Officer.

2. Other members will be invited as deemed necessary by the committee. Specific Responsibilities / Guidelines

3. Review all Board policies, each school year, and make any edits necessary to present to the Board of Trustees for their input and approval.

4. Assist in the development of new Board policy, as required by the Board of Trustees or legislation.

5. The Committee will review the division's adherence to Board policies using a method that is acceptable to the Policy Review Committee.

6. The Policy Review Committee will meet at least twice per year.

7. Policy Review Committee members and executive members will bring any policy issues or concerns forward through the meeting agendas.

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8. Trustee or employee members of the Committee may request a meeting to the Chair of the committee. Discussion items will be sent to the Chief Financial Officer who will be responsible for distributing the agenda to committee members.

9. The Chair of the Policy Review Committee will be responsible for chairing the meeting.

Ad Hoc Committees

Ad Hoc committees may be established at any meeting of the Board for the purpose of investigating or acting on specific matters. These committees cease to exist once the purpose of the committee has been achieved. Terms of reference are created and outlined at the time of establishment.

Approved: September 25th, 2025