



BOARD OF EDUCATION
School District No. 60 (Peace River North)

ROLE OF THE BOARD CHAIR

At the November Meeting, the Board, shall elect one (1) of its members to serve as Board Chair, to hold office at the pleasure of the Board. In accordance with the *School Act*, a majority of the Board may elect a new Chair at any time. In the event of the office becoming vacant during the year, a new Board Chair shall be elected in a manner similar to that followed in the election of the Board Chair at the November Meeting.

The Board delegates to the Chair the following powers and duties:

1. Those listed in Procedural Bylaw No. 1-90 To demonstrate leadership and facilitate effective operation of the Board by helping Board members operate together as a group to accomplish their goals and by helping to resolve differences in philosophy through meaningful debate.
2. To convene Board meetings with the Secretary-Treasurer and Superintendent of Schools, and jointly develop the agenda for these meetings. To make certain that trustees are provided with sufficient information to assess the matters before them by arranging for an agenda and information package to be distributed in advance of meetings.
3. To preside at all regular Board meetings and establish and maintain, with Board members, an atmosphere conducive to permitting calm deliberation with effective and timely conduct of the Board's affairs. To know the basics of parliamentary procedures, to refer to rules of order when necessary and to ensure that all questions are decided with due consideration. To monitor the implementation of directives.
4. To accept the prime responsibility for the establishment of procedures which have dignity and meaning to members of the public who are in attendance at meetings. To act as a cordial host to delegates, ensuring their presentation is appropriately heard by the Board.
5. To encourage the Board's attention to policy questions rather than administrative matters.
6. To encourage the Board to develop and keep up-to-date, the Board's bylaws and policy file to meet the changing needs of the school system. To provide continuing direction for the administration by clarifying the intent of Board policy. To protect the senior administration and staff from inappropriate demands from individual trustees. To work for support and trust of the administration and staff.
7. To enlist the interest of Board members in the education programs being offered in the schools so that policy making at Board meetings is done intelligently. To keep up-to-date on changes affecting the local education system.

8. To foster the development of good relationships between the Board and: a. local elected governments within school district boundaries; b. other educational institutions within school district boundaries; c. the general public including local community and parent groups.
9. To assume some responsibility for the orientation of new trustees by introducing them to key representatives of the system and by providing them with background information concerning the operation of the Board and the system.
10. To act as official spokesperson for the Board and to present the corporate viewpoint on matters relating to Board policy. To represent public school education in the community and to promote public interest and participation in the operation of the school system. To ensure that the press is provided with the information needed to accurately report on Board meetings.



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ROLE OF THE BOARD VICE-CHAIR

The Vice-Chair shall be elected at the November Meeting of the Board. The Vice-Chair shall hold office at the pleasure of the majority of the Board.

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Board Chair. The Board Chair may, on an as needed basis, delegate the presiding officer task to the Vice-Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures.
3. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
4. Prior to each Board meeting confer with the Superintendent, Chair and Secretary-Treasurer on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.



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ELECTED BOARD REPRESENTATIVES

In response to requests from external organizations or agencies, the Board will give consideration to naming representatives to various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the District and other organizations.

The Board will determine the terms of reference for each representative. The Board shall be guided by the following principles when naming representatives to other organizations:

- The Board's decision-making role can be exercised only by the Board as a whole, not by an individual trustee or committee;
- The Board's function is primarily governance, rather than administration

The following organizations/committees will have Board representation as identified normally at the annual Inaugural Meeting or alternatively at a subsequent meeting of the Board. Representatives serve at the pleasure of the Board.

British Columbia School Trustees Association (BCSTA) Provincial Council

Purpose of the Provincial Council

- Provincial Council ensures all boards are represented in BCSTA governance and facilitates an ongoing dialogue around issues facing the association and its member boards.
- Act as a forum for discussion of relevant, timely and emerging issues identified from individual Boards, BCSTA Board of Directors, Ministry of Education and other sources.
- Discuss, and/or develop, policy issues for submission at the Annual General Meeting.
- Establish interim policies of the Association between general meetings.
- Address matters as outlined in BCSTA bylaws, including Association budget approval.
- Act on action requests from BCSTA Board of Directors.

Duties of the Board Representative

a) Provincial Council approves:

- BCSTA's annual budget which reflects: – fees from member boards, and the criteria for the determination of individual fees (note: these criteria are to establish the individual fees for each member board) – the payment of honouraria to the president, vice-president, directors and the past president – the criteria for payment of out-of-pocket expenses incurred on BCSTA business.

b) Provincial Council has the power to:

- Establish interim policies between general meetings
- Provide financial and other assistance to non-profit organizations aligned with BCSTA.

c) Provincial Council may:

- Meet, adjourn and regulate its meetings
- Authorize the board to acquire or lease property
- Direct the board regarding the investment of funds in the forms permitted by article 14a) of BCSTA's bylaws and establish limits on the board's borrowing powers in accordance with article 14b) of the bylaws: Article 14a) The board shall have the power to invest BCSTA's funds in accordance with the policies of the Provincial Council, as such funds from time to time accumulate, in investments authorized under the Trustee Act. Article 14b) The board shall have the power to borrow from time to time and on BCSTA's credit, amounts which at no time shall exceed in the aggregate a sum which can be fully secured by investments made in pursuance of bylaw 1a) plus one-fifth (1/5) of the annual budget.
- Advise the board with respect to its conduct of the business of any other organization of which it acts as Board of Directors.

d) Should the office of director fall vacant during the course of the year, Provincial Council elects one of its members to fill this vacancy.

Duties of the Board Representative

- Attend Provincial Council meetings.
- Represent the Board's positions and interests at the provincial level.
- Communicate to the Board the work of the Provincial Council.
- Bring recommendations to the Board as and when necessary.
- Build positive relationships

School District Membership

- Provincial council includes the BCSTA board of directors plus representatives elected by each member board
- One (1) trustee; one (1) alternate.

Meetings

- Provincial Council meets three times a year, with two dedicated meetings and one in conjunction with the annual general meeting (AGM). Detailed information is provided by BCSTA staff in advance of each meeting. General times are:
 - During BCSTA AGM (April)
 - Provincial Council (October)
 - Provincial Council (February)

British Columbia Public School Employers' Association (BCPSEA)

The role of BCPSEA Trustee Representative is defined as:

“The liaison and communications conduit between Boards of Education and BCPSEA on human resources matters, including distribution of BCPSEA communications to board members while ensuring their board’s voice is heard by BCPSEA.”

Trustee Representatives **represent their Board** for BCPSEA business by:

- Attending the BCPSEA Annual General Meeting and Representative Council meetings where they exercise *their Board's* voting authority.
- Understanding the association’s mandate and conflict of interest provisions. BCPSEA has a broad mandate focused on human resources including labour relations. Given the mandate, most association communications, activities and events are open to all trustees as they do not present conflict of interest concerns. The key area where conflict of interest is a consideration is those activities and events focused on collective bargaining.
- Distributing BCPSEA communications to their Board of Education.

Trustee Representatives are encouraged to:

- Understand and communicate BCPSEA work, initiatives, and issues updates to their boards
- Discuss materials and bring comments, questions, and concerns from their board to BCPSEA
- Participate in professional development that will lead to a better understanding of human resource issues in the public education sector
- Have a close working relationship with senior staff in their district to facilitate mentoring and information sharing
- Include BCPSEA as a regular discussion/information item on committee and/or board agendas
- Attend BCPSEA conference calls, regional meetings and professional development opportunities
- Encourage other trustees to access the BCPSEA website (www.bcpsea.bc.ca) and attend regional meetings, conference calls, and professional development opportunities.

Excerpts from BCPSEA Bylaws

2.3 Each member board of education shall appoint one representative to the Association, who must be a trustee of the member board of education. Each board of education member shall notify the Association in writing of the name and address of its representative.

2.4 No person with a direct or indirect pecuniary interest, within the meaning of the *School Act*, in teacher or support staff collective bargaining, is eligible:

- a. to be elected to the Board of Directors of the Association
- b. to represent a member at any general meeting of the Association
- c. to represent a member at any other function of the Association



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OTHER NON-ELECTED BOARD REPRESENTATIVES

BCSTA Northern Interior Branch

I am not sure where this information came from. In the last four years we have not selected a representative and alternate. Just seeking a copy of the NIB Constitution. I don't believe that we have held a vote where there has been a single person voting on behalf of each district. Votes involve all that are present at the meeting.

Purpose of the BCSTA Northern Interior Branch

- Receive reports from the BCSTA Board of Directors.
- Discuss and/or develop policy issues for submission at the Annual General Meeting.
- Act as a forum for discussion of School District 60 issues.

Powers and Duties of the Board Representative

- Attend BCSTA Northern Interior Branch meetings.
- Represent the Board's positions and interests at BCSTA Northern Interior Branch meetings.
- Communicate to the Board the work of the BCSTA Northern Interior Branch.
- Bring recommendations to the Board as and when necessary.
- Build positive working relationships with other Boards.

Membership

- Any trustees may attend; however, one (1) trustee; one (1) alternate are assigned as representatives.

Meetings

- Four (4) meetings per year or as scheduled (Prince George and Vancouver)

Other Community Involvement

As active community members, trustees are frequently requested to sit on various community committees or be involved in community organizations such as the local Chamber of Commerce. The trustee shall make clear that their presence is as a community member and not as a School District 60 trustee and therefore the views expressed are those of the individual and not those of the Board or District.

From time to time the Board may wish to send a representative to other external organizations or committees established by such an external organization. Should the Board choose to do so

the Board shall appoint a trustee by Board motion. Should the Board not have a relevant position the representative shall seek one from the Board and refrain from expressing a personal opinion. In addition, such a representative is required to provide the Board with timely reports.

School Liaison Trustee Role

The role of liaison trustee is to provide visible support for school activities including but not limited to athletic competitions, fine arts performances and displays, school celebrations, and recognition events. The role allows trustees to become knowledgeable of public school activities and events and understand the culture of schools in the District. Trustee attendance at liaison schools shall be managed individually, taking into consideration the availability of the individual trustee to attend such events throughout the school year.

School liaison responsibilities shall not:

- Inhibit or circumvent administrative authority or responsibility
- Include any decision-making authority

Parent Advisory Council/District Parent Advisory Council

The School Act gives parents the right, through Parent Advisory Councils (PACs), to provide feedback in their school. PAC is the officially recognized collective voice of parents of their school. A PAC, through its elected officers, may advise the school board, the principal and staff of the school respecting any matter relating to the education of the students and the school. Trustees may be invited to attend PAC meetings of their Liason Schools.

There are District PAC meetings that occur monthly, that board members (1-2) are invited to attend.

Two Trustees are invited to attend the monthly meetings of the Superintendent with DPAC, know as SUPAC.

Labour Management Meetings

Labour Management Meetings are a forum for District support staff and Managers come together to discuss issues and trends that are being seen throughout the District. A trustee representative is invited to district Labour Management Meetings that take place every second month at the Board Office from 1:00 – 2:00 p.m.

District Joint Health & Safety Committee

District Joint Health & Safety Committee is established to bring different representatives for the District together to discuss safety concerns within the District or any new safety developments

coming out. A trustee representative is invited to attend the District Joint Health & Safety Committee meetings that take place during the work day approximately every 2-3 months.

Policy Committee Meetings

The Board of Education's primary role is to establish and review policy that will provide direction to staff and support the Board's mission. One trustee is appointed to sit as chair of this committee and all trustees are encouraged to attend meetings

Dates and times to be confirmed

Audit Committee

The Board of Education requires a Finance & Audit Committee as per Division 8 of the *School Act* to provide advice and recommendations related to the Board's oversight of the school district's finances.

A Finance & Audit Committee assists the Board of Education in fulfilling its governance and oversight responsibilities related to financial reporting, risk management, and the appointment, duties, and reporting of an external auditor.

A trustee is appointed to chair this committee.

This committee requires a minimum of three trustees who volunteer to serve on the committee. The Chair is elected by the trustees on the Audit Committee. The Chair of the Audit Committee should not be the Board Chair (*Policy 1011 Finance & Audit Committee Policy*)

For the purposes of this Policy, the Finance & Audit Committee, will be convened in September and the spring of each year as a Committee of the Whole

Dates and times of meetings to be confirmed