

The Board will establish committees to assist it to carry out its work. Committees can perform the following functions:

- Be empowered to act on behalf of the Board;
- Conduct research and report back to the Board with recommendations;
- Perform a liaison function.

The Board will determine the terms of reference for each committee, including Committee Structure, Mandate, frequency of meetings, and Membership (See Appendix A). Board committees shall only exercise such powers as are specifically assigned by the Board.

In addition to committees established by the Board, Trustees can also serve on External and Community Committees.

### **Guidelines:**

1. At its annual Organizational Meeting, the Board will select who will represent the Board on a committee, whether it be External, Community, or Internal, as displayed in Appendix A of Policy 8.
2. Trustee representation on **External Committees** shall be filled first, through election by secret ballot. A Trustee will be allowed to remain as the Pembina Hills Public Schools Board representative for a maximum of two years during their four year term, unless there is no other Trustee interested in filling that position. Trustees who are elected to serve on the external committee of the Alberta School Boards Association (ASBA) Zone 2/3 committee will not be able to serve on other committees unless there is a vacancy that cannot be otherwise filled. The exception would be community committees. Note: Trustees elected to serve on the Teachers' Employer Bargaining Association (TEBA) will not have a pecuniary interest.
  - 2.1 Trustees who wish to run for a provincial position on the Alberta School Boards Association (ASBA) Board of Directors must have the support of the Board through a Board motion.
3. Trustees representing the ward for **Community Committees** will be first offered to the Trustees representing that ward. If, however, the Trustee declines, then representation will be available for Trustees from surrounding wards.
4. Trustee representation on **Internal Committees** will be available first to those who are not serving on an external or a community committee, nor have a pecuniary interest. The size of the internal committee will never be equal to or more than a quorum of the Board. Trustee representation on internal committees will be for a one year term, unless the vacancy is not filled by other Trustees. The exception to this is membership on the Policy Committee where at least one Trustee must remain for a successive year in order to maintain continuity.
5. Normal honoraria and expenses in accordance with Board policy will be provided to Trustees serving on committees.

6. Committee representatives will be required to submit a written summary of a committee meeting as information for the next regular board meeting.

**Reference:**

Section 80, 81 [School Act](#)