

ADVISORY COMMITTEES TO THE BOARD

POLICY

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1.0 GENERAL PRINCIPLES

- 1.1 The Halifax Regional School Board acknowledges the value of strong relationships with school and community based organizations and groups that are dedicated to the improvement of educational opportunities for students.
- 1.2 The Board acknowledges the valuable information and advice that can be provided by committees of parents/guardians and community members to the Board on matters of budget, policy, program services and public accountability.

2.0 TERMS OF REFERENCE AND OPERATIONAL RULES

- 2.1 Advisory Committees to the Board will operate according to Terms of Reference and Operational Rules that are acceptable to the Board.
- 2.2 A Committee, external to the operations of the Board, that seeks status as an Advisory Committee of the Board, will submit proposed Terms of Reference and Operational Rules for consideration by the Board through the Office of the Superintendent.
- 2.3 The Superintendent, subsequent to a preliminary review, will provide advice to the Board respecting the application by a Committee for recognition as an Advisory Committee to the Board.

3.0 APPOINTMENT OF BOARD MEMBERS TO ADVISORY COMMITTEES

- 3.1 Subsequent to review and approval by the Board of proposed Terms of Reference and Operational Rules, the Board will acknowledge and authorize the establishment of an Advisory Committee to the Board through the appointment of a minimum of one (1) board member to the Advisory Committee as an ex-officio member.
- 3.2 The Chair, with the approval of the Board, will appoint a minimum of one (1) board member to the Advisory Committee to serve for a period of one year.
- 3.3 Recognition of a Committee as an Advisory Committee of the Board will be withdrawn with the removal of the board member(s) at the direction of the Chair of the Board.

4.0 ANNUAL REPORT OF THE ADVISORY COMMITTEE

- 4.1 The Advisory Committee to the Board will submit an annual report of the activity of the Advisory Committee with advice to the Board on issues and matters consistent with the approved Terms of Reference and Operational Rules of the Advisory Committee.

5.0 AUTHORIZATION

- 5.1 The Superintendent is authorized to issue procedures in support of this policy.

ADVISORY COMMITTEES TO THE BOARD

PROCEDURES

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1.0 APPLICATION

- 1.1 School or community based organizations or groups seeking recognition as an Advisory Committee to the Board (the Applicant) will prepare draft Terms of Reference and Operational Rules.
- 1.2 The draft Terms of Reference and Operational Rules will be submitted to the Office of the Superintendent for preliminary review.
- 1.3 The Applicant seeking official recognition by the Board as an Advisory Committee of the Board will present their proposed Terms of Reference and Operational Rules to Committee of the Whole at the first opportunity as determined by the Vice-Chair of the Board.

2.0 PRELIMINARY REVIEW BY SENIOR STAFF

- 2.1 Prior to the presentation to Committee of the Whole by the Applicant, Senior Staff will review the proposed Terms of Reference and Operational Rules and provide advice to the Board based on the review.

3.0 BOARD APPROVAL

- 3.1 At the appropriate opportunity the Board will review the proposed Terms of Reference and Operational Rules as submitted by the Applicant and may grant recognition through a board motion.

- 3.2 Unless otherwise indicated in the board motion, the Advisory Committee of the Board will be subject to an annual review of their status.
- 3.3 Subsequent to the Board's approval of the application by an Advisory Committee to the Board, the Chair, as authorized by the board resolution, will appoint a minimum of one (1) board member as an ex-officio member of the Advisory Committee.

4.0 COMMUNICATIONS

- 4.1 Subsequent to the Board's recognition of an Advisory Committee to the Board, a letter from the Chair of the Board will be sent to the agent of the Advisory Committee, confirming the Terms of Reference and Operational Rules and naming the Board Member(s) that are appointed as ex-officio members of the Advisory Committee.
- 4.2 The Board will maintain a list on the Board web-site of those organizations that have official recognition as an Advisory Committee of the Board together with the approved Terms of Reference and Operational Rules.

5.0 ANNUAL REPORT

- 5.1 All Advisory Committees to the Board will submit an annual report, consistent with their respective approved Terms of Reference and Operational Rules, in October, for review by Committee of the Whole at the first reasonable opportunity.
- 5.2 Subsequent to the Board's acceptance of the annual report of the Advisory Committee, the Board may request changes to the Terms of Reference and Operational Rules or otherwise withdraw official recognition of the Advisory Committee.
- 5.3 In addition to the Annual Report, the Advisory Committee may request, from time to time, the opportunity to provide further advice and counsel to the Board through a Committee of the Board.