

SCHOOL DISTRICT No. 57 (PRINCE GEORGE)

COMMITTEE TERMS OF REFERENCE

POLICY ADVISORY COMMITTEE

NATURE OF COMMITTEE

Standing Committee of the Board

PURPOSE

The Board of Education recognizes and accepts its responsibility to approve policy. The Board values consultation as an important part of policy development.

The Policy Advisory Committee will consider and make recommendations to the Board regarding changes to Board Policy to support the effectiveness of Board governance. The committee's mandate is to advise the Board on all matters save for the Board's governance policies or bylaws, unless invited by the Board.

DELIVERABLES

At the direction of the Board, the Policy Advisory Committee will:

1. Provide advice regarding new policies.
2. Provide feedback regarding policy revisions.
3. Provide input regarding minor amendments to existing policy.
4. Consider policy components that are no longer current.
5. Consider feedback and advice from representative groups regarding policy drafts.

CHAIRPERSON	A Trustee will serve as Chair
MEMBERSHIP	School District No. 57 Trustees (3) Secretary Treasurer or designate Superintendent or designate
RIGHTSHOLDER, PARTNER AND REPRESENTATIVES	Canadian Union of Public Employees Local 3742 (1) Canadian Union of Public Employees Local 4991 (1) District Parent Advisory Council (1) District Student Advisory Committee (1) Elders Advisory Council (1) Lheidli T'enneh First Nation (1) McLeod Lake Indian Band (1) Métis Community (1) Prince George Principals and Vice Principals Association (1) Prince George District Teachers' Association (1)
APPOINTMENT	The Chair of the Board will determine Trustee representatives in accordance with Policy 1.5 Board Committees Representatives are identified by the organization.

QUORUM	Two Trustees and the Superintendent or Secretary Treasurer (or their designates)
DISTRICT STAFF SUPPORT	Assistant Superintendent Indigenous Education
SECRETARIAT	Executive Assistant to the Secretary Treasurer
MEETINGS	Meetings are generally scheduled quarterly, or as needed due to workload. A scheduled meeting may be cancelled on an emergent basis by the Committee Chair in consultation with the Superintendent.
AGENDAS	Agendas with supporting materials will be circulated to the committee and representative groups, one week in advance of each meeting, wherever possible.
MINUTES	Minutes of committee meetings will be prepared and provided to the Board at a Regular Board meeting.
BUDGET	None

REPORTING MECHANISM

The committee is advisory in nature and makes recommendations to the Board through the chair of the committee.