



POLICY MANUAL
Policy 8

BOARD COMMITTEES

The Board recognizes its obligations to establish committees as provided for in the CUPE and NWTU collective Agreements. These include two committees identified in the CUPE Collective Agreement,



- a. The Chair shall rule on the propriety of all presentations and questions and may decline to have a matter heard from a delegation or terminate any presentation or question or refer it to an "in
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- b. Powers and duties
 - i. Make recommendations for agenda items for subsequent Board meetings.
 - ii. Make recommendations to the Board for action.
 - iii. Review the audit tender process.
 - iv. Recommend the appointment of an external auditing firm to the Board.
 - v. Meet with the internal auditor and external auditors to ensure that:
 - a. The Board has implemented appropriate systems to identify, monitor and mitigate significant business risk.
 - b. The appropriate systems of internal control, which ensure compliance with board policies and procedures, are in place and operating effectively.
 - c. The Board's annual financial statements are fairly represented in all material respects in accordance with generally accepted accounting principles.
 - d. Any matter that the external auditors wish to bring to the attention of the Board has been given adequate attention.
 - e. The external audit function has been effectively carried out.
 - vi. Make recommendations pertaining to relevant policies and administrative procedures; and
 - vii. Make recommendations relevant to financial reporting and disclosure processes.
- c. Membership
 - i. The Board chair, in consultation with the Board of Education, shall appoint one of the trustees to be the chair of the committee of the board for a one-year term, commencing in January of each year.
 - ii. For Audit Committee agenda items: additional non-voting members include the internal auditor, and an independent non-voting lay expert, if no trustee is a "financial expert" with relevant expertise and skills exists on the Board.
- d. Meetings
 - i. Typically monthly, (usually the first or second Tuesday of the month). Committee In-Camera meetings may be convened prior to open committee meetings, as required. In-Camera topics are as defined in policy 7 section 5.1.
 - ii. Meeting Attendance by Trustees.
Trustees are expected to participate in regularly scheduled Board and Committee meetings via the established meeting format. If a Trustee cannot attend a meeting, via the established meeting format, the Trustee will provide notice, via email, text message or phone call to Chair and Superintendent at their earliest convenience to support ability of staff and Board to prepare appropriately for the meeting and/or facilitate remote participation, if possible.

Special Committees

Special committees are established to assist the Board on a specific project or a particular purpose. The terms of reference for each special committee will be established at the time of formation.

Resource Personnel

The Superintendent may appoint resource personnel to work with committees, and shall determine the roles, responsibilities and reporting requirements of the resource personnel.



Contact Information

Questions or comments about this Policy may be addressed to the Secretary-Treasurer.

Legal Reference: Sections 65, 85 School Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017

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October 29, 2019
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September 25, 2018*