

**POLICY 8
CHARTER BOARD COMMITTEES**

Approved: September 2014
Amended: January 2022
Reviewed: April 2024
Due: 2024-2025

The Charter Board may delegate specific powers and duties to committees of the Charter Board that are established by the Charter Board, subject to the restrictions on delegation in the Education Act.

General Requirements

1. The Charter Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their powers and duties.
2. The Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Charter Board, with the exception of the Student Discipline Committee.
3. The Chair can fulfill one of the mandatory number of Directors positions on a committee if required.
4. A Director must serve as the Chair of Standing Committees and Ad Hoc Committees established by the Charter Board.
5. Quorum shall be a simple majority of Committeemembers.
6. Committee Members include all on the committee, including the Superintendent, Board Chair, Directors and Community Members.

Standing Committees

Standing committees are established to assist the Charter Board with work of an ongoing or recurring nature. Standing committees are usually appointed annually at the Organizational Meeting. The appointed member shall serve on the committee for approximately one (1) year unless s/he is unable to perform the duties assigned or until replaced by a subsequent appointment. Appointments may be renewed up to a maximum of three (3) years in order to promote opportunity for Directors to serve on a variety of committees and thus build the overall capacity of the Board.

1. Agenda Planning Committee
 - 1.1 Purpose
 - 1.1.1 To make decisions regarding agenda items for regular Charter Board meetings.
 - 1.2 Powers and Duties
 - 1.2.1 After careful consideration, to determine items to be placed on the agenda of regular Charter Board meetings, including requests for presentations to the Charter Board.

- 1.2.2 Within the framework for Charter Board agendas, determine the order of items placed on the agenda of regular Charter Board meetings.

1.3 Membership

- 1.3.1 Superintendent and/or designate(s).
- 1.3.2 Chair.
- 1.3.3 Vice-Chair.

1.4 Meetings

- 1.4.1 Called by the Chair and whenever possible, at least five (5) days prior to each regular Charter Board Meeting.

2. Board Committee of the Whole

The Board Committee of the Whole is established as a standing committee of the Charter Board, with responsibility for work as detailed below. Membership includes all Directors and the Superintendent and/or designate(s). Meetings will be held as required, dependent upon agenda items.

2.1 Purpose

- 2.1.1 To allow the Charter Board to explore matters in much greater depth than can be accomplished in a scheduled regular meeting of the Charter Board.
- 2.1.2 To solicit and receive information from the Superintendent relevant to

2.2 Powers and Duties

- 2.2.1 Make recommendations for agenda items for subsequent Charter Board meetings.
- 2.2.2 Maintain confidentiality of proceedings unless otherwise stated.

2.3 Membership

- 2.3.1 All Directors and Superintendent.

2.4 Meetings

- 2.4.1 Board Chair calls meetings as needed and serves as Chair.

3. Advocacy and Communications Committee

3.1 Purpose

- 3.1.1 Promote a positive identity for the Calgary Girls Charter School.
- 3.1.2 Advocate for the Calgary Girls Charter School and Charter Schools.

3.2 Powers and Duties

3.2.1 Make recommendations to the Charter Board in regard to:

3.2.1.1 Actions to be taken to strengthen the CGCS brand.

3.2.1.2 Development of the Board's long-range advocacy plan.

3.2.1.3 Identifying the annual priorities and strategies to achieve the Board's long-range advocacy plan.

3.2.2 Develop important external contacts, especially with elected officials, for the purpose of growing the external community.

3.2.3 Support the Advocacy and Communications strategies of Alberta's Public Charter Schools.

3.3 Membership

3.3.1 Superintendent and/or designate(s).

3.3.2 At least two (2) Directors, one of whom will be the Chair of the committee.

3.3.3 Up to two (2) members of the community, who are not members of the Charter Board, to serve on the Advocacy and Communications Committee. Preference will be given to individuals with professional qualifications related to the duties and objectives of the committee.

3.3.4 Maximum of five (5) committee members as appointed by the Charter Board.

3.4 Meetings

3.4.1 As called by the Committee Chair.

4. Audit and Finance Committee

4.1 Purpose

4.1.1 Examine opportunities for minimizing risk and maintaining the financial health of the School.

4.1.2 Act as a liaison between the Charter Board and the auditor appointed by the Board.

4.2 Powers and Duties

4.2.1 Make recommendations to the Charter Board in regard to:

4.2.1.1 The appointment of the auditor.

4.2.1.2 The receipt of the audited financial statements.

4.2.1.3 The receipt of the quarterly financial report.

4.2.1.4 School insurance matters.

4.2.1.5 Investments and risk management.

4.2.1.6 In conjunction with the Superintendent, lead the budgeting process ensuring alignment of the budget with the strategic plan.

4.3 Membership

4.3.1 Superintendent and/or designate (Secretary/Treasurer of the School).

4.3.2 At least two (2) Directors, one (1) of whom will be Chair of the Committee.

The Chair of the Finance/Audit Committee will also serve as the Secretary-Treasurer of the Calgary Girls' School Society.

4.3.3 Two (2) members of the business and/or adult learning community, who are not members of the Charter Board, to serve on the Finance and Audit Committee. Preference will be given to an individual with professional

Calgary Girls Charter School
Charter Board Policy
Manual

qualifications to review and provide advice on financial statements and other budget matters.

4.3.4 Up to a maximum of six (6) committee members as appointed by the Charter Board.

4.4 Meetings

4.4.1 To be called by the Committee Chair as required.

5. Policy and Governance Committee

5.1.1 Purpose

5.1.2 To sustain the health, vitality and effectiveness of the Calgary Girls Charter School by having an effective Charter Board in place.

5.1.3 To ensure policy compliance, relevance, currency and completeness.

5.1.4 To facilitate the nomination of parent and nonparent candidates to be elected at a meeting called for the purpose of electing Directors to serve on the Charter Board.

5.2 Powers and Duties

5.2.1 Make recommendations for new policies and revisions or amendments to existing policies.

5.2.2 Establish a sub-committee of the Board Chair and two (2) non-parent Directors to facilitate the nomination selection process for the election of Charter Board members.

5.2.2.1 Prepare a call for applications from parents and non-parents to be considered for the list of nominees to be elected to the Charter Board of Directors.

5.2.2.2 Ensure the call for applications is widely distributed using a broad range of contacts and media. The notice is to describe the skills and experiences that would be beneficial to the Board.

5.2.2.3 If the nominating committee so chooses, it may interview candidates as part of the nominating process.

5.2.2.4 Recommend to the Charter Board a list of nominated candidates who meet the predetermined criteria for

5.2.2.5 Possible election to the Board.

5.2.2.6 Assist the Charter Board in the presentation of the nominated candidates to the Society for a vote at a

5.2.2.7 General Meeting called for the purpose of electing Directors to serve on the Charter Board.

5.2.3 Be vigilant in providing for Charter Board succession and recruitment.

5.2.4 Make provision for the orientation and training of new Charter Board members, and for Charter Board development.

5.2.5 Make provision for the evaluation of the Charter Board and the

Calgary Girls Charter School
Charter Board Policy
Manual

Superintendent.

5.2.6 In conjunction with the Superintendent, lead the strategic planning process. 5.3

Membership

5.3.1 Superintendent and/or designate.

5.3.2 The Vice-Chair of the Charter Board who will also serve as the Chair of the Policy and Governance Committee.

5.3.3 The Board Chair.

5.3.4 Up to one (1) additional Director.

5.3.5 Up to a maximum of four (4) committee members as appointed by the Charter Board.

5.4 Meetings

5.4.1 As called by the Committee Chair.

6. Student Discipline Committee

6.1 Purpose

6.1.1 To make decisions regarding the recommendation by the Principal for suspension in excess of five (5) days or for the expulsion of a student.

6.2 Powers and Duties

6.2.1 On a recommendation for suspension in excess of five (5) days, uphold, modify or reject the recommendation.

6.2.2 On a recommendation for expulsion, reinstate or expel the student. (If reinstated, state date for return and conditions to be met. If expelled, state term of expulsion and conditions for re-entry).

6.2.3 Maintain confidentiality regarding issues discussed during the hearing.

6.2.4 Maintain a written record of the proceedings in the event there is a request for a Ministerial Review.

6.2.5 Inform the Charter Board of the action taken by the Committee. 6.3

Membership

6.3.1 Superintendent.

6.3.2 Chair or Vice-Chair.

6.3.3 Two (2) other non-parent Directors (i.e., not parents of enrolled students).

6.4 Meetings

6.4.1 As detailed in Policy 13 – Appeals and Hearings Regarding Student Matters.

Calgary Girls Charter School
Charter Board Policy
Manual

6.4.2 The meeting is called at the request of the Superintendent to the Chair or Vice-Chair (in the absence of the Chair).

7. Technology Committee

7.1 Purpose

7.1.1 To sustain an evolving technology framework that is secure and reliable 7.2

Powers and Duties

7.2.1 Make recommendations to the Charter Board in regard to:

7.2.2 Technological innovation and research

7.2.3 Efficient and effective use of technology to solve operational and business challenges

7.2.4 Supporting learning and educational/academic outcomes through technology in the classroom

7.3 Membership

7.3.1 Superintendent and/or designate(s).

7.3.2 At least one (1) Director, who will be the Chair of the committee.

7.3.3 Up to two (2) members of the community, who are not members of the Charter Board, to serve on the Technology Committee. Preference will be given to individuals with professional qualifications related to the use of technology in an educational context.

7.3.4 Maximum of three (3) committee members as appointed by the Charter Board.

7.4 Meetings

7.4.1 To be called by the Committee Chair as required.

Ad Hoc Committees

Ad hoc committees are established to assist the Charter Board on a specific project for a defined period of time. The terms of reference for each ad hoc committee will be established by Charter Board motion at the time of the formation. An ad hoc committee is dissolved when the task or defined term is completed.

Resource Personnel

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

External Representatives

The Board may appoint external participants (e.g., parents, external experts) to serve in advisory roles on board committees.

Reference:

Education Act s. 24, 52, 53, 54, 64, 222

Calgary Girls Charter School

Charter Board Policy

Manual