

## BOARD REPRESENTATIVES

In response to requests from external organizations or agencies, the Board will give consideration to naming representatives to various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the District and other organizations.

The Board will determine the terms of reference for each representative. The Board shall be guided by the following principles when naming representatives to other organizations:

- The Board's decision-making role can be exercised only by the Board as a whole, not by an individual Trustee or Committee;
- The Board's function is governance, rather than administration;
- Responsibilities placed on Trustees are to be closely related to the Board's central role as per Policy 2.

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

The following organizations/committees will have Board representation as identified normally at the annual Inaugural Meeting or alternatively at a subsequent meeting of the Board.

### External Committees

#### 1. British Columbia School Trustees Association (BCSTA) Provincial Council

##### 1.1 Purpose of the Provincial Council

- 1.1.1 Act as a forum for discussion of relevant, timely and emerging issues identified from individual Boards, BCSTA Board of Directors, Ministry of Education and other sources.
- 1.1.2 Discuss, and/or develop, policy issues for submission at the Annual General Meeting.
- 1.1.3 Establish interim policies of the Association between general meetings.
- 1.1.4 Address matters as outlined in BCSTA bylaws, including Association budget approval.
- 1.1.5 Act on action requests from BCSTA Board of Directors.

##### 1.2 Powers and Duties of the Board Representative

- 1.2.1 Attend Provincial Council meetings.
- 1.2.2 Represent the Board's positions and interests at the provincial level.

- 1.2.3 Communicate to the Board the work of the Provincial Council.
  - 1.2.4 Bring recommendations to the Board as and when necessary.
  - 1.2.5 Build positive relationships.
  - 1.3 Membership
    - 1.3.1 One (1) Trustee; one (1) alternate.
  - 1.4 Meetings
    - 1.4.1 As called by Provincial Council. (Usually 4 per year, one at the AGM)
2. British Columbia Public School Employers' Association (BCPSEA)
- 2.1 Purpose of the BCPSEA
    - 2.1.1 Act as the accredited bargaining agent for the BCSTA's members.
    - 2.1.2 Assist in carrying out any objectives and strategic directions established by the Public Sector Employers' Council.
    - 2.1.3 Coordinate collective bargaining objectives, benefit administration, human resource practices and out-of-scope compensation matters amongst members.
  - 2.2 Powers and Duties of the Board Representative
    - 2.2.1 Attend the BCPSEA meetings as required.
    - 2.2.2 Represent the Board's positions and interests at BCPSEA meetings.
    - 2.2.3 Communicate to the Board the work of BCPSEA.
    - 2.2.4 Bring recommendations to the Board as and when necessary.
    - 2.2.5 Build positive relationships.
  - 2.3 Membership
    - 2.3.1 One (1) Trustee; one (1) alternate.
  - 2.4 Meetings
    - 2.4.1 As called by BCPSEA.
3. BCSTA Kootenay Boundary Branch
- 3.1 Purpose of the BCSTA Kootenay Boundary Branch
    - 3.1.1 Receive reports from the BCSTA Board of Directors.
    - 3.1.2 Discuss and/or develop policy issues for submission at the Annual General Meeting.
    - 3.1.3 Act as a forum for discussion of Kootenay Boundary Branch issues.
    - 3.1.4 To provide Trustee learning and development.
  - 3.2 Powers and Duties of the Board Representatives
    - 3.2.1 Attend BCSTA Kootenay Boundary Branch Committee Meeting; Branch Chairs Committee Meeting, Aboriginal Education Representatives Meeting, Resolutions Committee Meeting, and Professional Learning Committee Meeting
    - 3.2.2 Represent the Board's positions and interests at BCSTA Kootenay Boundary Branch meetings.

3.2.3 Communicate to the Board the work of the BCSTA Kootenay Boundary Branch.

3.2.4 Bring recommendations to the Board as and when necessary.

3.2.5 Build positive working relationships with other Boards.

### 3.3 Membership

3.3.1 Any Trustees may attend the Branch Meeting; however, one (1) trustee is assigned as representative to the Branch Committee.

### 3.4 Meetings

3.4.1 Four (4) meetings per year or as called by Kootenay Boundary Branch, as scheduled.

## 4. Other Local Representation

### 4.1 Appointments:

4.1.1 From time to time the Board is invited to appoint representative(s) to committees or other entities external to the school district. Currently these include:

4.1.1.1 Aboriginal Council on Education

4.1.1.2 Cranbrook Fernie Teachers' Association (CFTA) Bargaining Support Team

4.1.1.3 Chamber of Commerce Cranbrook

4.1.1.4 Canadian Union of Public Employees (CUPE) Bargaining Support Team

4.1.1.5 Parent Advisory Council (PAC)/District Parent Advisory Council (DPAC)

4.1.1.6 Early Years Committee Cranbrook

4.1.1.7 Early Years Committee Elkford

4.1.1.8 Early Years Committee Fernie

4.1.1.9 Early Years Committee Sparwood

4.1.1.10 Fernie Leisure Services

4.1.1.11 Humanity Network

4.1.1.12 Key City Theatre

4.1.1.13 Legacy of Learning

4.1.1.14 Social Planning Society

### 4.2 Purpose:

4.2.1 The purpose of sending representatives to represent the Board on such external committees or entities is to strengthen communication and understanding with the external organization.

- 4.3 Powers and duties of the representative is to:
- 4.3.1 Represent the Board's positions and interests. If no board position has been determined the representative will refrain from expressing a personal opinion and will seek a board position.
  - 4.3.2 Communicate to the Board the work of the external entity and any opportunities which may exist for mutual benefit involving the Board and the entity.
  - 4.3.3 Build positive relations between the entity and the Board corporate.
- 4.4 Representatives:
- 4.4.1 One representative shall be appointed to each of the Committees or entities.
- 4.5 Meetings:
- 4.5.1 As determined by the external committee or entity
- 4.6 The Board shall review annually the efficacy of continued Board representation on such committees or entities.

## 5. School Liaison Trustee Role

The Chair shall make school liaison assignments

School liaison responsibilities shall not:

- Inhibit or circumvent administrative authority or responsibility
- Include any decision-making authority

Parent Advisory Councils as per section 8 of the School Act may advise the Board and the principal and staff of a school. If the Parent Advisory Council wishes to advise the Board corporate, that advice is to be sent to the Board.

The role of liaison Trustee is to provide visual support for school activities including but not limited to athletic competitions, fine arts performances and displays, school celebrations, and recognition events. The role allows Trustees to become knowledgeable of public school events while keeping manageable the time demands should there not be some limiting of expectations for Board or Trustee attendance at such public events.

## 6. Contractual Committees

Only those Trustees named, or their appointed alternate may attend. The respective collective agreements prescribe the Committees' purpose, powers and duties, membership and meetings.

6.1 Currently Contractual Committees consist of:

6.1.1 CUPE Grievance

6.1.2 CFTA Grievance

Legal Reference: Sections 8.4, 8.5, 22, 65, 74, 85 School Act  
Ministry of Education website