

**THE WESTERN SCHOOL DIVISION
BOARD BY-LAW
04-18**

Terms of Reference for Standing Committees

BEING A By-Law of the Western School Division to define the role of Trustees on Board Standing Committees.

WHEREBY, It is known that healthy relationships throughout the division are key to the success of student learning. It is our responsibility as divisional leaders to model this for the community. When Trustees are at these tables, they primarily gain a greater understanding and connection with staff and community. It is of the utmost importance that Trustees provide a positive atmosphere based on respect and trust. Without these elements Trustee presence can impede the progress of these committees.

NOW THEREFORE BE IT ENACTED as a By-Law of the Western School Division:

Role and Authority on the Committee:

- The Trustee is sitting with the designated authority of the Board. The purpose of the Trustee is to represent the interests of the Board on the committee.
- The Trustee votes on behalf of the Board at this committee.
- The Trustee will report back to the Board on the workings of the committee.

Liaison

To build a respectful relationship between the board and staff based on trust through listening and problem solving. Trustees on this committee are not normally also on the Negotiations Committee. A Trustee chairs this committee.

Negotiations

Trustees will listen to staff requests from our many support staff groups for budgetary needs.

Trustees will work respectfully with our legal team to negotiate contracts with our unionized and senior administrative staff. Designated Trustees have the board authority to negotiate an agreement in committee. Board ratification is required of all agreements.

The negotiation committee of the Board shall review the non-unionized support staff benefit summaries once a year, or more frequently if conditions dictate. The

committee shall meet with all division support staff groups before the annual budget cycle begins at the Board level. The purpose of this meeting is to hear from each support staff group which items with budgetary implications they would like to see in next year's budget. This could include topics such as salary, benefits or capital expenses that would allow our division's staff and students to reach our divisional goals more effectively. The committee will bring its recommendations before the full Board for discussion and decision and give verbal responses to requests after budget time.

RRTVA

Trustees provide a governance role to RRTVA

- to provide direction and input for our vocational students
- to promote and enhance the programs offered to our students
- to work in a respectful and meaningful way with our partner divisions

Governance

The Committee will be responsible for the general management and maintenance of the Board Policy Manual and procedural By-Laws. General management and maintenance includes:

- Recommending policies for review by the Board,
- Recommending policy language based on review by Board direction,
- Responding to government direction and changes in circumstance to determine needs for new policies, by-laws or administrative procedures,
- Developing new policies and by-laws as required above.

Communication

The Committee will be responsible for:

- Development, review and revision of a communication plan,
- Creating key messages on behalf of the Board for approval by the Board for newsletters, policy changes or other tasks as assigned by the Board,
- Monitoring and tracking community and divisional events and scheduling Trustee attendance,
- Receiving reports from Trustees attending said events and forwarding them for inclusion into Board meeting packages,
- Communicating appreciation through a Staff Appreciation event and working with administrative staff to procure parting gifts and service awards as per Administrative Procedures.

This By-Law replaces By-Law 04-15.

DONE AND PASSED by the Board of Trustees, in open session assembled at the Board Office in the Western School Division Offices, in Morden, Manitoba, this 11th day of September, 2017

GIVEN FIRST READING: August 28, 2017

GIVEN SECOND READING: September 11, 2017

GIVEN THIRD READING: September 11, 2017

CHAIRPERSON

SECRETARY-TREASURER