

## **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 primarily 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 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 (AGM).
- 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.

### **Civic and Community Committee Representatives**

The Board seeks to have a mutually beneficial relationship with the New Westminster City Council and to that end welcomes invitations from the council to have District representation on civic committees.

1. When an invitation is received for Board membership on a civic or community committee, the Board shall determine, in consultation with the Superintendent whether to accept the invitation and, if so, whether it requires Board or staff representation.
2. Should the Board determine that a trustee representative shall be appointed to a committee, after reviewing the terms of reference including the purpose of the committee, the Board will determine the powers and duties of the trustee representative.
3. If a staff member representing the District identifies any governance issue as defined as an area of responsibility retained by the Board in the Board Policy Handbook, the issue shall be referred to the Board for its consideration and disposition.

### **School Liaison Trustee Role**

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. Therefore, the role of school liaison trustee does not require attendance at Parent Advisory Council meetings. If the Council wishes to advise the Board corporate, that advice is to be sent to the Board.

The role of liaison trustee is to represent the Board of Education and 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.

### **Internal Committee Representation**

In exceptional circumstances the Board may select Board representation to an internal district committee when the committee's mandate requires decision making authority that have been retained by the Board in its Board Policy Handbook.

#### **1. Neighborhood Learning Centers Committee**

##### **1.1 Purpose:**

To facilitate the effective implementation of the Neighborhood Learning Center concept promoted by the Ministry of Education in order to optimize the use of community and school facilities including the possible use of joint use agreements, facilitate innovative integration of the regular school day programs and community programs, form partnerships to meet specific community needs, expand funding sources and complementary human resources, The Board deems this committee to be an ad hoc

committee and shall reconsider the future purpose and role including Board representation once the centers have been completed and programs established.

1.2 Powers and Duties of Board Representative

1.2.1 Provide visible Board support for advancing the above purposes for the mutual benefit of the District and community agencies and organizations.

1.2.2 Act as the Board's eyes and ears relative to the matters being discussed and bring to the Board's attention those issues which fall within areas of Board retained authority as per the Board Policy Handbook for the Board's consideration and disposition.

1.2.3 The representative has no decision making authority. The representative shall bring recommendations to the Board for the Boards consideration and decision.

1.3 Membership

The committee structure will be determined by the Superintendent with the proviso one Board member is included on the committee.

1.4 Meetings

At the call of the Chair.

2. Aboriginal Education

2.1 Purpose

To reduce and eliminate the Aboriginal achievement gap through the continued improvement of academic achievement by Aboriginal students.

2.2 Powers and Duties of Board Representative

2.2.1 Provide visible Board support for advancing the above purpose

2.2.2 Act as the Board's eyes and ears relative to the matters being discussed and bring to the Board's attention those issues which fall within areas of Board retained authority as per the Board Policy Handbook for the Board's consideration and disposition.

2.2.3 The representative has no decision making authority. The representative shall bring recommendations to the Board for the Boards consideration and decision.

2.3 Membership

The committee structure will be determined by the Superintendent with the proviso one Board member is included on the committee.

2.4 Meetings

At the call of the Chair.

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

*SD No. 40 (New Westminster)*

*Adopted: May 30, 2017*

---

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)