

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:

1. The board's decision-making role can be exercised only by the board as a whole at regular board meetings, not by an individual trustee, committee of the whole or other committees;
2. The board's function is governance, rather than administration;
3. 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.
- 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 3-4 per year, one (1) 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 Vancouver Island Branch**

3.1 *Purpose of the BCSTA Vancouver Island 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 Vancouver Island 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 Vancouver Island Branch Committee Meeting; Branch Chairs Committee Meeting, Indigenous Education Representatives Meeting, Resolutions Committee Meeting, and Professional Learning Committee Meeting.
- 3.2.2 Represent the board's positions and interests at BCSTA Vancouver Island Branch meetings.
- 3.2.3 Communicate to the board the work of the BCSTA Vancouver Island 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.

3.4 *Meetings*

- 3.4.1 Four (4) meetings per year or as called by VISTA 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:
 - Indigenous Education Council
 - District Parent Advisory Council
 - Professional Development Committee
 - Teacher Mentorship / Peer Support Committee
 - District Calendar Committee
 - Indigenous Parent Club (IPAC)
 - Tribune Bay Outdoor Education Society
 - CVRD Comox Valley Sports Centre Commission
 - CVRD Integrated Regional Transportation Select Committee
 - Comox Valley 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 Normally one (1) representative

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 after consultation with individual trustees recommend School Liaison assignments and these shall be ratified by the board.

School liaison responsibilities shall not:

- 5.1 Inhibit or circumvent administrative authority or responsibility
- 5.2 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. At the invitation of the PAC the school trustee liaison may attend the PAC meetings. 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.

Adopted: September 2019