

EXECUTIVE COMMITTEE TERMS OF REFERENCE

Purpose

The purpose of the Board Executive Committee is to assist the Board in fulfilling its oversight responsibilities. In addition to emergent issues this committee shall specifically:

- In emergent situations, make decisions on behalf of the Board
- Recommend to the board the independent Auditor
- Meet with the Board appointed Auditor and Provincial Auditor
- Review and recommend financial statements and reports for distribution
- Human Resource duties including negotiation of the Director of Education contract and representing the Board on committees established to hire the Chief Financial Officer, Deputy Director of Education, and Superintendent positions.

Composition and Operations

The membership of the committee shall be composed of three board members:

- The Board Chair
- The Board Vice Chair
- One (1) other Trustee duly determined by the Board

Appointment and operations of the Committee members will be in accordance with *Board Policy 8 Committees of the Board*.

The work of the committee shall commence with a quorum of the members.

Accountability to the Board

Except in emergent situations, the Committee has no authority to direct Administration or to commit Good Spirit School Division unless specifically authorized by the Board through Board motion. In the event of an emergent situation requiring immediate action, the committee shall report to the Board, as a whole, at the next regular meeting.

The Executive Committee shall keep a record of its meetings and the Chair shall provide reports to the Board on all activities at the next Board meeting.

Duties and Responsibilities

Subject to the powers and duties of the Board, the Board Executive Committee will perform the following duties:

- Selection of a committee chair
- Make decisions as necessary as pursuant to Board Policy 8
- Report back on all decisions and/or provide recommendations at the next board meeting for consideration
- Review the terms of reference for the Board Executive Committee annually and make recommendations to the Board as required

Meetings

The Committee will meet on an as needed basis to attend to the affairs of the division.

Staff Support

The Chief Financial Officer shall provide staff support to the Committee.

External Advisors

The Committee may engage independent advisors at the expense of Good Spirit School Division when it deems necessary, subject to the approval of the Board.

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