

Operations Committee Terms of Reference

Status: Standing Committee

Purpose:

- To provide advice to the Board with respect to all property services, transportation and information technology infrastructure matters.
- To recommend actions/decisions to the Board for approval.
- To monitor expenditures in relation to Property Services, Transportation and Information Technology budgets and make recommendations for amendments;
- To review and recommend policies related to Property Services, Transportation and Information Technology.

Procedures:

- In accordance with the *Education Act*, Operations Committee meetings will be open to the public.
- In accordance with the Board By-laws, Kerr/King Rules of Order will be used to conduct the business and a quorum will represent a majority of Board members serving on the Operations Committee at the time.
- Confidential documents which are circulated for review and/or exploration at Committee meetings will be returned by members prior to the end of the meeting.

Membership:

- Board members to be duly appointed by the selection process in the Board By-laws and comprise the following membership:
 - Membership will be in accordance with the Board By-laws.
 - The Chair and Vice Chair of the Board are ex-officio (non-voting) unless they are serving as regular voting members.
 - The Chair and Vice Chair of the Committee shall be elected at the first meeting of the Committee following the approval of the Nominating Committee Report.
- Staff membership to include:
 - The Director of Operations will coordinate the work of the Committee.
 - The Superintendent of Schools is an ex-officio (non-voting) member.
 - The Coordinators of Property Services, the Coordinator of Transportation and Information Technology are ex-officio (non-voting) members.
 - The Executive Assistant to the Director of Operations is the Recording Secretary for the Committee.
 - Other administrative staff may attend when appropriate.

Reporting:

- The Director of Operations and the Executive Assistant to the Director of Operations in consultation with the Committee Chair will prepare the agenda for prior circulation to all Board members, the Regional Education Officer and appropriate staff.

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Board Approved
February 1, 2017

- Minutes will be circulated to all Board members, the Regional Education Officer and appropriate staff.
- Minutes will be posted to the Board website by the Board Secretary.
- The Committee Chair will provide a monthly report at regular Board meetings.

Meeting Dates:

- Meetings will be held monthly.
- Special meetings may be called by the Committee Chair when necessary.