

## **BOARD REPRESENTATIVES**

The Board will give consideration to naming trustees to various external boards and/or committees. These trustees are designated at the discretion of the Board in order to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Board and other groups/organizations. Normal honoraria and expenses for trustees in accordance with Board policy will be provided.

The terms of reference for designated trustees will be determined by the Board. The Superintendent may appoint resource personnel to work with trustees and shall determine roles, responsibilities and reporting requirements of resource personnel.

Open representation refers to the selection of a trustee and is open to all members of the Board, while closed representation refers to selection of the trustee based on location, geography and/or positions.

The following Board representatives shall be identified at the annual organizational meeting to serve until the subsequent organizational meeting.

### **1. Open Representation**

#### **1.1 Alberta School Boards Association (ASBA) Zone 2/3 Representative**

##### **1.1.1 Membership**

1.1.1.1 One (1) trustee; one (1) alternate.

##### **1.1.2 Powers/Terms of Reference**

1.1.2.1 To cast votes on matters dealt with by the Zone consistent with Board philosophy.

1.1.2.2 To participate in deliberations in accordance with the By-Laws of the Association.

##### **1.1.3 Minutes**

1.1.3.1 Available on ASBA website/Zone 23 webpage.

##### **1.1.4 Reporting**

1.1.4.1 To the Board in writing by the trustee. Report submitted as information only. No formal acceptance of report.

#### **1.2 Education with Grande Prairie Regional College and Norquest College**

##### **1.2.1 Membership**

1.2.1.1 One (1) trustee; one (1) alternate.

##### **1.2.2 Powers/Terms of Reference**

1.2.2.1 To cast votes on matters dealt with by the membership consistent with Board policies and philosophy.

- 1.2.2.2 To participate in the deliberations of the committee and to represent the interests of the Division.
  - 1.2.3 Minutes
    - 1.2.3.1 None.
  - 1.2.4 Reporting
    - 1.2.4.1 To the Board in writing by the trustee. Report submitted as information only. No formal acceptance of report.
- 1.3 Health and Wellness
  - 1.3.1 Membership
    - 1.3.1.1 One (1) trustee; one (1) alternate.
  - 1.3.2 Powers/Terms of Reference
    - 1.3.2.1 To cast votes on matters dealt with by the membership consistent with Board policies and philosophy.
    - 1.3.2.2 To act as a liaison on behalf of the Board.
  - 1.3.3 Minutes
    - 1.3.3.1 None.
  - 1.3.4 Reporting
    - 1.3.4.1 To the Board in writing by the trustee. Report submitted as information only. No formal acceptance of report.
- 1.4 Public School Boards Association of Alberta (PSBAA) Council Representative
  - 1.4.1 Membership
    - 1.4.1.1 One (1) trustee; one (1) alternate.
  - 1.4.2 Powers/Terms of Reference
    - 1.4.2.1 To cast votes on matters dealt with by the membership consistent with Board policies and philosophy.
    - 1.4.2.2 To act in accordance with the role and responsibility statement for PSBAA Council.
    - 1.4.2.3 To provide the link between the PSBAA and the Board in accordance with the role and responsibility statement for PSBAA Council Member.
  - 1.4.3 Minutes
    - 1.4.3.1 Kept and available upon request.
  - 1.4.4 Reporting
    - 1.4.4.1 To the Board in writing by the trustee. Report submitted as information only. No formal acceptance of report.

## 2. Closed Representation

- 2.1 Chambers of Commerce – Edson, Evansburg/Entwistle, Grande Cache, Hinton, Jasper
  - 2.1.1 Membership

- 2.1.1.1 One (1) trustee from the area (for each Chamber); one (1) alternate.
- 2.1.2 Powers/Terms of Reference
  - 2.1.2.1 To cast votes on matters dealt with by the membership consistent with Board policies and philosophy.
  - 2.1.2.2 To participate in the deliberations of the committee and to represent the interests of the Division.
- 2.1.3 Minutes
  - 2.1.3.1 None.
- 2.1.4 Reporting
  - 2.1.4.1 To the Board in writing by the trustee. Report submitted as information only. No formal acceptance of report.
- 2.2 Community Engagement and Accountability Committee – Hinton
  - 2.2.1 Membership
    - 2.2.1.1 One (1) trustee; one (1) alternate.
  - 2.2.2 Powers/Terms of Reference
    - 2.2.2.1 To cast votes on matters dealt with by the membership consistent with Board policies and philosophy.
    - 2.2.2.2 To act as a liaison on behalf of the Board.
  - 2.2.3 Minutes
    - 2.2.3.1 None.
  - 2.2.4 Reporting
    - 2.2.4.1 To the Board in writing by the trustee. Report submitted as information only. No formal acceptance of report.
- 2.3 Interagency
  - 2.3.1 Membership
    - 2.3.1.1 Trustee from individual community.
  - 2.3.2 Powers/Terms of Reference
    - 2.3.2.1 To cast votes on matters dealt with by the membership consistent with Board policies and philosophy.
    - 2.3.2.2 To act as a liaison on behalf of the Board.
  - 2.3.3 Minutes
    - 2.3.3.1 None.
  - 2.3.4 Reporting
    - 2.3.4.1 To the Board in writing by the trustee. Report submitted as information only. No formal acceptance of report.
- 2.4 Jasper Educational Scholarship Committee
  - 2.4.1 Membership
    - 2.4.1.1 One (1) trustee from Jasper Ward.

- 2.4.2 Powers/Terms of Reference
  - 2.4.2.1 To cast votes on matters dealt with by the membership consistent with Board policies and philosophy.
  - 2.4.2.2 To participate in the deliberations of the committee and to represent the interests of the Division.
- 2.4.3 Minutes
  - 2.4.3.1 None.
- 2.4.4 Reporting
  - 2.4.4.1 To the Board in writing by the trustee. Report submitted as information only. No formal acceptance of report.
- 2.5 Library Board within Division Schools
  - 2.5.1 Membership
    - 2.5.1.1 Trustee from Ward.
  - 2.5.2 Powers/Terms of Reference
    - 2.5.2.1 To act as a liaison on behalf of the Board.
  - 2.5.3 Minutes
    - 2.5.3.1 None.
  - 2.5.4 Reporting
    - 2.5.4.1 To the Board in writing by the trustee. Report submitted as information only. No formal acceptance of report.

### 3. Ad Hoc Committee Representation

Ad Hoc Committee Representation may be established at any meeting of the Board for the purpose of studying, investigating or acting on specific matters; they dissolve as soon as they have completed the specified task. Terms of reference are outlined at the time of establishment.

Legal Reference: Section 60, 61, 62, 63, 70, 113 School Act  
Labour Relations Code  
Collective Agreements

Approved: November 2005

Amended: February 7, 2007, May 18, 2011, October 17, 2012, October 2, 2013, May 6, 2015, June 1, 2016  
March 21, 2018