



# Rolling River School Division

## BOARD OPERATING PROCEDURE

### BCE – BOARD COMMITTEES – COMMITTEE OF THE WHOLE – BOARD REPRESENTATION

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The Rolling River School Division Board of Trustees believes that the Committee of the Whole will govern the affairs of the School Division. The Board will deal with education, finance, policy, operations, and personnel matters as a Committee of the Whole Board.

However, there is occasion when prior work by a committee, in an advisory function to the Board, will help facilitate effective operation of the Board.

Special or Ad Hoc Committees will be appointed for specific functions as required by the Board and will be discharged upon completion of their functions. All committees will meet at the request of the Board to study and provide recommendation to the Board as outlined by policy, regulation or as directed by the Board.

#### **Board Appointed Representation**

The Chair will represent the Board at liaison meetings with employee groups as required.

- Rolling River Teachers' Association
- CUPE
- Non-Unionized Support Staff Liaison Meetings

Each of the remaining five Trustees will:

- be assigned to represent the Board in local collective bargaining meetings as required.
  - CUPE - 2 Trustee Representation
- be appointed as the Trustee representative on partner community-based Boards or organizations.
  - Minnedosa Community Development Corporation
  - Minnedosa and Region Archives Board
  - Riverdale Recreation Board

The purpose of the Committee of the Whole Board is to review (including but not limited to):

#### **Planning:**

- 5-year Strategic Plan
- 5 Year Capital Plan
- Annual Action Plan

**Policy:**

- policy and conducting a review of policies a minimum of five years from approval and providing direction to delete, reaffirm, or revise policies.
- the development of new policy.
- policy implementation

**Personnel and Labour Relations:**

- personnel, labour relations and collective bargaining issues.
- non-unionized support staff employee salaries and benefits.
- the implementation and maintenance of performance evaluation policy
- the division's organizational and job structure, job descriptions and employment practices

**Finance:**

- the accounting and internal control system
- the development of the annual budget
- regular financial reports and external audits of the Division's financial position.
- financial matters exceeding the annual budget or referred to it by administration.

**Educational Program:**

- Educational plan and programs
- Student achievement

**Operations:**

- the Division's 5 Year Capital Plan
- matters related to the development or revision of school division facilities and infrastructure (such as construction, alteration, maintenance and structural security of buildings and grounds)
- matters related to pupil transportation

**Date Adopted:** June 21, 1991

**Date Revised:** June 14, 2001

**Date Revised:** October 19, 2006

**Date Reaffirmed:** January 23, 2008

**Date Revised:** May 25, 2011

**Date Revised:** November 15, 2011

**Date Revised:** June 22, 2016

**Date Revised:** October 24, 2018

**Date Revised:** October 5, 2022