



ADMINISTRATIVE GUIDELINE

Title: Curriculum, Business Operations and Corporate Committees – Roles and Responsibilities

Effective Date: June 6, 2001

Responsibility: Supervisory Officers

1.0 Rationale

The Near North District School Board administration believes it is important and necessary to ensure, that as decisions are made on processes and procedures, as they relate to the operationalization and implementation of Board policies, a collaborative and inclusive approach is undertaken. This can be facilitated through the involvement of staff, and where appropriate, school council and community representatives, in reference groups and committees. This encourages an exchange of information and ideas, the presentation of opinions and attitudes and the sharing based on a broad range of knowledge and experience that can be considered as committee work is undertaken. It must be acknowledged however, that the role of the committee, cannot conflict with the terms of reference of other committees, responsibilities of other staff members or with any other organizationally recognized responsibilities.

The following administrative guideline gives direction to the membership, work and reporting expectations of committees.

2.0 Establishing a Committee:

2.1 Committees may be established when Executive Council or an individual member of Executive Council identifies a program or business operations issue that requires study, review, a plan of action, and / or clarification through the development of an administrative guideline.

2.2 The Supervisory Officer responsible for the specific issue/initiative will:

- Personally invite participation of staff representatives through the

appropriate union president, the president of the Principals' Council and when appropriate, School Council Chairs/designate and specific community partners/members or other resource personnel.

- Chair or designate the responsibility assign the committee to a Coordinator, Principal, Vice-Principal, Manager, Supervisor, or another staff member interested in developing school and / or system leadership skills.

2.3 The Supervisory Officer or “ Lead” Staff member will:

- Initiate the first meeting of the committee, ensuring notice has been given in as much time as possible and scheduled when the majority, if not all, participants are able to attend.
- Develop the terms of reference for the committee and ensure they include reference to the requirement to:
 - a) keep the group each member represents up to date on the work of the committee;
 - b) solicit input from the members of the group they represent for consideration by the committee; and
 - c) report a summary of the work, and where appropriate, final recommendations of the committee, to the appropriate Supervisory Officer.
- Ensure a chair is selected.
- Ensure that accurate minutes of each meeting are maintained and copied to all committee members and the appropriate Supervisory Officer and / or the Coordinating Committee (e.g. Subject Committee report to the Chair of the Curriculum Coordinating Committee).
- Ensure all members have an opportunity to openly express their ideas, opinions, and concerns specific to the tasks of the committee.
- Where possible, reach consensus on issues or where consensus is not possible, reflect the wish of the majority of the total number of committee members.
- Act as resource person to the committee.
- Ensure the work of the committee is completed in a timely fashion, according to a predetermined schedule as outlined in the terms of reference.
- Provide such resources as the committee requires completing the tasks outlined in the Terms of Reference.