



Agenda Planning Committee

Terms of Reference

Purpose:

To oversee and advance the work of the Board in a timely and manageable manner.

Membership:

- a) Chair
- b) Vice-Chair
- c) Superintendent of Schools
- d) Associate Superintendent of Business & Operations

Authority:

The Agenda Planning Committee is delegated the authority to:

- a) Prepare draft agendas for all Board meetings subject to final approval by the Board at each meeting
- b) Prepare draft agendas for all Board Planning Committee meetings subject to approval from the Board Planning Committee at each meeting
- c) Recommend the annual Board meeting schedule to the Board
- d) Recommend the annual Board Planning Committee meeting schedule to the Board Planning Committee
- e) Prepare the annual Board Work Plan
- f) Action items formally delegated through Board resolution or Board policy

Areas of Focus:

Areas of focus include:

- a) Drafting meeting agendas that consider the following in priority order:
 - 1. The annual Board work plan
 - 2. Notices of motion submitted in accordance with Board policy
 - 3. Emergent matters requiring immediate response or decision
 - 4. Requests from Administration
 - 5. Requests from Board Committees/Representatives
 - 6. Requests from delegations submitted in accordance with Board policy
 - 7. Items from Future Agenda list as approved by the Board Planning Committee
- b) Ensuring items are being planned for and brought forward in a reasonable and timely manner
- c) Overseeing the list of future agenda items as approved by the Board Planning Committee
- d) Monitoring the workload and capacity of the Board
- e) Notifying Board Committees and/or individual trustees when their requested items have been placed on an upcoming agenda and requesting supporting documents as needed
- f) Submitting draft agendas for inclusion in the Board and Board Planning Committee meeting packages in advance of the meetings



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Meetings:

Meetings will take place approximately 10 days before each meeting that is being planned for. Additional meetings can be called by the Board Chair or the Superintendent if needed.

Minutes:

Minutes of these meetings are not recorded. The results of the meeting will be presented in the form of the draft agendas.

Remuneration of Trustees:

Trustees will be remunerated according to Board Policy.

Budget:

None.