

# Committee Protocol and Procedures



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### A. MSBA Committees

1. Except where governed by a separate trust agreement, the purpose of an MSBA committee – whether permanent or ad hoc in nature – is to gather and evaluate information, consider possible courses of action, and make recommendations to the Executive through the chair of the committee. The Executive may delegate more extensive authority to such committees, but in all cases remains accountable for the actions of its committees.
2. All MSBA committees shall be entitled to staff assistance. The Executive Director shall assign a staff member to such duty, which will include the keeping of minutes, making arrangements for meetings and any other assistance necessary for the committee to carry out its mandate.
3. The President and the Executive Director are ex officio members of all MSBA committees and shall receive notice of all committee meetings.
4. Annually, at the initial meeting of any MSBA committee, a chair shall be appointed and the committee mandate shall be reviewed. Proposed amendments to a committee mandate shall be submitted to the Executive for final approval.
5. The Executive shall:
  - a) receive and review all committee reports and recommendations;
  - b) take action where necessary;
  - c) remain accountable for the actions of all MSBA committees.
6. Committee members are expected to abide by the Association *Statement of Integrity* as outlined in the Association governance section of the Executive manual.

### B. External Committees

1. At any given time, the MSBA is represented on a wide range of external committees established by government departments, education stakeholder organizations and community partners. MSBA participation in these committees ensures that school board perspectives and MSBA policy positions are given due consideration in discussions and decisions on the topics addressed by these various committees.
2. External committees may be either permanent or ad hoc in nature and their mandates, terms of reference and compositions are determined by the sponsoring agency/organization.
3. Appointment to committees established by external organizations shall be filled as requests are received, and if the Executive deems such representation desirable.
4. MSBA representatives to external committees shall provide the Association with committee reports and meeting minutes after each committee meeting and submit an annual year-end report in the format determined by the Association. Sponsoring organizations/agencies of external committees will be requested to copy MSBA's Executive Assistant on all committee correspondence.

5. MSBA external committee representatives are expected to abide by the MSBA's Statement of Integrity as outlined in the Association governance section of the MSBA Executive Manual.
6. Where an external committee representative fails to attend committee meetings and/or to fulfill the reporting requirements as outlined above, the appointment of such representative may be terminated by the executive.

#### C. Committee Volunteer Procedures

Trustees will be formally surveyed at the beginning of each new term of office to determine their interest in serving on MSBA committees. Additional expressions of interest communicated to the MSBA office throughout the term will be recorded and filed with the Executive Assistant to the Executive Director. An online volunteer form is available on the MSBA website.

#### D. Committee Appointment Procedures

1. The committee appointment process will endeavor to:
  - ensure broad based involvement of trustees, both Executive members and trustees at large, from all regions and MSBA member school boards across the province;
  - balance expressed interests and experiences of individual trustees with particular committee mandates; and
  - comply with the committee terms of reference as articulated by the host organization or agency.
2. All vacancies on MSBA standing committees and external committees will be filled as required. In municipal election years, terms due to expire will be extended to the election date and new committee appointments made thereafter.
3. All committee appointment recommendations to the Executive shall be made by the President in consultation with MSBA staff and be subject to the final approval of the MSBA Executive. The MSBA Executive has the right to amend, reject or refer any committee appointment recommendation.
4. Where a request for trustee representation is received, and no meeting of the Executive is scheduled within the near future, the Executive Director, in consultation with the President, may make a temporary appointment and request ratification of that appointment at the next regularly scheduled Executive meeting.
5. As a general rule, no trustee shall be re-appointed to a committee after having served two consecutive two-year terms. This provision does not apply to the MUST Fund, MSBA Pension Plan Committee, or the Manitoba Schools Insurance Committee and may be waived in other specific circumstances in accordance with Association policy or as deemed appropriate by the MSBA Executive.