



Agenda Planning Committee

Terms of Reference

Purpose:

To oversee the development of the agendas for all Board meetings and all planning meetings.

Membership:

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

Authority:

Prepare agendas for all Board meetings and all planning meetings subject to final approval by the Board at each meeting.

Areas of Focus:

Areas of focus include:

- a) Prepare the agenda for all Board meetings and all planning meetings.
- b) Oversee the Board annual work plan and ensure items are being addressed in a timely manner.
- c) Oversee the list of future planning items and ensure items are being addressed in a timely manner.
- d) Submit agendas for inclusion in the Board & planning meeting packages subject to final approval of the Board at the beginning of each meeting.

Meetings:

Approximately 9 days before each meeting that is being planned for.

Minutes:

Minutes of these meetings are not recorded. The results of the meeting will be presented in the form of the proposed agenda and subsequent notes.

Remuneration of Trustees:

Trustees will be remunerated according to Board Policy.

Budget:

None.