Northland SCHOOL DIVISION No. 61

Board Representation
Terms of Reference

1. **Name of Committee:** Trustee Representation to Organizations (Policy 9)

2. **Purpose:** To facilitate exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and the organization to further student success.

3. Appointment Process & Membership:

a. Representatives will be appointed at the annual board organization meeting.
b. The board will review the list of organizations to determine if they still wish to appoint a representative to that organization.
c. A trustee representative and an alternate shall be appointed to each organization. The alternate will attend in the absence of the representative.

4. Scope of Responsibilities & Authority:

a. Arrange to meet with an organization at least once per term. Administration will assist with arranging a meeting if the trustee requests.
b. Meet/talk with organization and/or their representatives to explore ways to ensure/enhance student success and strengthen the partnership, for example:
    i. Discuss ways the organization might want to be involved in the education of their children with Northland.
    ii. Explore ways to increase meaningful parent and community involvement in education as this is a number one factor in student success.
    iii. Share successes and happenings in schools and Northland.
    iv. Discuss best ways to ensure effective two-way communication.
    v. Build relationships.
c. Appraise the board chair and superintendent of any upcoming meetings.
d. Represent the board's positions and interests.

5. Scope of Authority:

a. Represent the board's positions and interests.
b. Meet with organizations the trustee is appointed as board representative to at least twice per term.
c. Meet and/or attend functions of organizations identified under Policy 9, section 2 a maximum of five (5) times per year.

6. Frequency of Meetings:

a. At least one face to face meeting per term.
b. May be additional meetings and/or phone discussions depending on each organization and initiatives being developed or underway.
c. Additional meetings should be with the approval of the chair and with budget considered.

d. Responsibility to ensure meetings are in a cost effective manner, for example:
   i. Telephone call to touch base, follow-up, etc. versus a meeting;
   ii. An area meeting with a number of organizations and trustees in attendance;
   iii. Meet in Edmonton with all MLA's in conjunction with a board meeting or other function board is already attending.

7. **Meeting Process:** Role of trustee representative will need to be determined with each organization for each meeting and should be discussed in the process of setting up the meeting (e.g. provide a presentation at their meeting; host a meeting; etc.).

8. **Access to Management/Outside Expertise:**
   a. Administrative support will be provided to trustee representatives for their meetings with organizations, when requested.
   b. Access to outside expertise will require board or administration approval depending on expertise required and budgetary considerations.

9. **Reporting to Board:**
   a. Trustee representative shall provide a report to the board following each meeting with an organization.
   b. Report may be in-camera depending on the nature of the information.

10. **Remuneration:** As per Board Budget and Policy 7, Appendix A Schedule of Rates.