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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. Each trustee shall meet with the organizations the trustee is appointed to as the board representative at least once per term.
 - c. Each trustee may also attend meetings or functions of any organization identified under Policy 9 to a total of five (5) per year (i.e. not five (5) per organization).
 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.