

Background

In order to improve the work management and flow through the Board meetings, a separate group is useful to set agendas, and handle many of the small items that come to the Board from time to time. Handling these administrative items within a full Board is far too time consuming and means that the Board is dealing with administrative matters rather than focusing on the Mission and Vision Statement.

Mandate

The committee will concern itself with the orderly flow of business to come before the Board. It will oversee the coordination of reports and recommendations to be dealt with and expedite the work of the Board and its committees. The Executive Committee shall, on behalf of the Board, oversee the work of the Principals to ensure that they carry out their functions appropriately and in accordance with the Alternative Program Agreement with Edmonton Public Schools.

Composition and Organization

The committee shall be composed of the four table officers of the Board.

The Executive Director and a Principal shall be resources to the committee and shall attend meetings as requested by the chairperson.

The chairman of the Board shall chair the committee and Boards secretary shall be the secretary/reporter for the committee.

The committee shall meet at the call of the chair.

The committee shall report to the Board and may act on behalf of the Board in exceptional circumstances.

Duties and Responsibilities

Establish agenda for Board meetings

Deal with correspondence and make recommendations regarding same

Assign urgent matters and issues to Board committees, the Executive Director or the Principals when required

Take necessary steps to resolve conflicts

Monitor the Alternative Program Agreement with Edmonton Public Schools and initiate actions to resolve issues arising out of this Agreement.