

## 2.2.4 Policy Committee

### Background

The Board, as a mission directed governance board, will have a policy manual. Policies will need to be added, deleted and modified in a continual mode. The committee does not establish policies but does the basic preparatory work for policies to be presented to and approved by the Board.

### Mandate

The committee will prepare for the Board all recommendations for new and revised policies. The committee will prepare background as needed which the Board can then use in its decision making process. The committee will also make recommendations for modifications of policies, and the removal of any policies no longer needed. All policy proposals from other committees must go through this committee to ensure that proposed policies and/ or changes fit within the overall policy framework and format.

### Composition and Organization

- The committee shall be composed of two to four Board members and the Executive Director.
- The Administration shall be a resource to the committee.
- A Board member or the Executive Director shall chair the committee.
- Meetings shall be called by the chair.
- The committee shall report to the Board. A report of the committee shall be provided to the Board for approval.

### Duties and Responsibilities

- Receive and review all requests for new policies from committees.
- Propose new policies, as required by the Board.
- Prepare all policies in the required format, in a consistent manner.
- Review all existing policies at least once every 5 years.
- Propose removal of policies.
- Understand, clearly, the ramifications of policies in effect and be able to support the existence of policies.
- Provide new policies, modified policies, and policies to be removed to the Board for final approval.
- Be the official custodian of the Board Policy Manual.

### Additional Information

Ensure Board Policy Manuals are up to date. Policy manuals are to be provided through our Google Drive Share site. Manuals are to be shared with Board members, Executive Director, Principals, Vice-Principals, and Society office staff. Policies that should be shared with the community will be provided on the website.

For consistency of appearance each policy, where appropriate, will be in the format:

- Background
- Mandate
- Composition and Organization
- Duties and Responsibilities

- Additional Information

The language used in policies will be consistent.

The Policy Committee will accept suggestions regarding policies from various sources within the system - committees, staff, society membership etc.

The Policy Committee may consult other sources to veto any proposal before it approaches the Board.

Created: November 1998

Approved: April 2004

Revised: February 2009

Reviewed: April 2021

Formerly: [2.1.4 Policy Committee](#)