



# Chair's Committee Terms of Reference

## Committee Classification: Non-Statutory

### Purpose

To support the Chair of the board in fulfilling their responsibilities under the *Education Act* and as assigned by the board.

### Mandate

To support the Chair in monitoring the effectiveness of the Board, determining action for correspondence received by the Board, and supporting the Chair in fulfilling their obligations under the *Education Act* and as assigned by the Board.

### Voting Members

Membership of the Chair's Committee includes the Chair of the Board, the Vice Chair, the most recent past Chair.

### Non-Voting Members

Administrative support may be added as required at the discretion of the Director or Designate.

### Membership Term

The term of membership of this committee is one year. The Chair of the Board is the Chair of the committee. In the Chair's absence, the Vice Chair shall chair the meeting.

### Meeting Schedule

The Chair's committee meets the week prior to the Regular Board meeting and as often as needed. The committee may remain in session no later than 2 hours after its scheduled start time unless a vote of two-thirds of those present is taken to continue the meeting to a specified time. A further two-thirds vote may be taken to extend the meeting a second time for a specified period. The meeting may not be extended past the time approved in the second motion (subject to bylaw change).

### Orientation

Committee Orientation will be provided within the first 60 days of the start of a term during which the committee has newly appointed members. Members are required to

participate in orientation. The Chair of the committee will participate in the Chair's orientation.

## **Decision Making**

The committee's governing document is Robert's Rules of Order for small boards. Committee members will provide input to the Chair on decisions that are the legislative responsibility of the Chair.

## **Governance Scope**

- Initiate and review Board self-assessments and committee self-assessments and recommend action as appropriate.
- Co-ordinate Member activities.
- May make recommendations to the Board regarding member participation in professional development (PD) using the board's pooled PD funds, if available
- To advise on the development of draft Board, Special Board, Committee of the Whole, Organizational and Inaugural Meeting agendas in consultation with the Chair and Director of Education
- To consider and schedule delegation requests to Board and committee meetings or to refer such requests to another Board committee for action, information or follow-up
- To receive and place on an agenda for the Board's consideration any Trustee request to be absent for more than three consecutive Board Meetings, in accordance with the requirements in the *Education Act*
- To monitor the Board's Annual Work Plan and Multi-Year Strategic Plan implementation plan for scheduling Board and committee reports, with particular emphasis on information and progress reports regarding the achievement of goals in the Multi-Year Strategic Plan, as well as annual reports from Board committees that are required by legislation
- To recommend for appointment, trustee mentors for student trustees
- To recommend payment of Board-related professional expenses
- To receive and recommend to the Board any action(s) that may be required regarding formal correspondence addressed to the Board of Trustees from other

school boards, the Ministry of Education, official government representatives, the Ontario Public School Boards' Association or other recognized educational associations

- Editorial review of the content of trustee newsletters prior to distribution.
- Review inappropriate communications or social media posts and may make a recommendation to the board under the current Trustee Code of Conduct.
- To consider and recommend to the Board the process that will be used for Trustee Determination and Distribution and related reports, in accordance with existing legislation
- To address any other matters assigned to it through the board

### **Agenda**

It is the responsibility of the Chair and Vice Chair in consultation with the Designate, to identify missing items and prioritize the items on the agenda. Trustees may submit agenda items for consideration at the Chair's Committee meetings through the Chair of the Board.

### **Reporting Mechanisms**

As per Board Bylaws.

### **Evaluation and Review**

The committee will conduct an annual self-evaluation of its performance against its mandate and these Terms of Reference.

The committee must review these Terms of Reference every two years. If amendments are recommended, a report will be made to the Board for the revisions to be adopted.

Committee mandates are evaluated and reviewed by the Chair's Committee and self-evaluations will be completed by each committee.

### **Resources**

- Committee Orientation Handbook
- Chair's Handbook
- TVDSB Bylaws

Additional committee resources can be found in the committee's Teams Channel.