



Christ the Teacher Catholic Schools **Board Policy**

Policy Title: Board Task Forces

Code: BP 8

As much as possible, the Board's business of governance will be conducted by the full Board. The Board may establish Task Forces by way of motion when necessary to assist it with governance functions. Task Forces shall never interfere with delegation of authority from the Board to the Director.

Accordingly:

1. Task Forces are to help the Board do its job by assisting the Board in the development of policy alternatives and implications for Board deliberation. A Task Force is not to be created by the Board to advise staff.
2. Task Forces are to avoid over-identification with organizational parts rather than the whole. Therefore, a Task Force which has helped the Board create policy on some topic will not be used to monitor organizational performance on that same subject.
3. A Task Force may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the Director.
4. A Task Force shall not be created by the Board to advise the Director.
5. A Task Force cannot exercise authority over staff, and in keeping with the Board's focus on the future, a Task Force will ordinarily not have direct dealings with current staff operations. The Director works for the Board, never for a Task Force.
6. The following structural principles shall apply to all Task Forces established by the Board. All Task Forces:
 - 6.1 Shall be chaired by a Board member who is appointed by the Board.
 - 6.2 May include non-Board members, appointed by the Board.
 - 6.3 Shall include the Board Chair as an ex officio member, if not appointed under 6.1.
 - 6.4 Shall receive written terms of reference from the Board, which include the Board's expectations of the Task Force, time frame and limits of authority.
 - 6.5 Shall have no authority to spend or commit any resources of the Division other than those specifically identified in written terms of reference.
 - 6.6 Shall be established at a Board meeting.

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- 6.7 Shall be disbanded automatically once they have completed their function.
 - 6.8 Shall abide by the same Code of Conduct as governs the Board.
 - 6.9 Shall be reimbursed for expenses in accordance with the approved schedule.
 - 6.10 Shall hold meetings in camera, unless otherwise decided by the Board.
 - 6.11 Shall present their final report to the Board at a public meeting of the Board.
7. The Director may appoint resource personnel to work with task forces, and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Reference: Sections 85, 106 Education Act

Date Issued: November 2007

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