

POLICY 9

BOARD REPRESENTATIVES

The Board may appoint Trustees to represent the Board on various external committees, agencies, and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations to further student success.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with representatives and shall evaluate the roles, responsibilities, and reporting requirements of resource personnel.

The following committees/organizations will have Board representation as determined at the annual Organizational Meeting. Appointed Trustees are responsible for informing the assigned Alternate, if applicable, the Chair, and the Executive Assistant if they are unable to attend.

The Board representative will provide a report to a subsequent Board meeting.

1. Alberta School Boards Association (ASBA) Zone

Meetings: Purpose of the Association Zones

- 1.1.1 Act as a forum for discussion of relevant, timely, and emerging issues identified from individual boards, the ASBA Board of Directors, Alberta Education, and other sources.
- 1.1.2 Discuss and/or develop policy issues for submission at the Fall General Meeting of the ASBA.
- 1.1.3 Facilitate the development of trustee skills and knowledge.
- 1.1.4 Act on action requests from the ASBA Board of Directors.

1.2 Powers and Duties of the Board Representative

- 1.2.1 Attend ASBA Zone meetings.
- 1.2.2 Represent the Board's positions and interests at the Zone level.
- 1.2.3 Communicate the work of the ASBA Zone to the Board.
- 1.2.4 Build relationships.

1.3 Representation

- 1.3.1 One (1) trustee; one (1) alternate per Zone
- 1.3.2 All trustees are welcome to attend either ASBA Zone 1 or ASBA Zone 2/3, depending on which zone is closest and most cost-effective.

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- 1.4 Meetings
 - 1.4.1 As called by ASBA Zone 1.
- 2. The Board determines which organizations it considers important to have a strong partnership with. The Board appoints representatives to these organizations at its annual Organizational meeting. The listing of organizations shall be posted on the Northland School Division website in “Board Information” under “Governance.”
 - 2.1 Purpose of the Liaison
 - 2.1.1 To explore and/or strengthen partnership opportunities/challenges.
 - 2.2 Powers and Duties of the Board Representative
 - 2.2.1 Meet with organization representatives to:
 - 2.2.1.1 Explore ways to ensure/enhance student success.
 - 2.2.1.2 Share successes.
 - 2.2.1.3 Ensure effective two-way communication.
 - 2.2.1.4 Build relationships.
 - 2.2.2 Represent the Board’s positions and interests at meetings.
 - 2.3 Representation
 - 2.3.1 One trustee; one alternate per organization.
 - 2.4 Meetings
 - 2.4.1 At least one (1) time per term.
- 3. **Public School Boards’ Association of Alberta (PSBAA) Council**
 - 3.1 Purpose of the Association Council
 - 3.1.1 The Public School Board Council is a forum for public school boards to discuss issues with an equal voice and to address public school education issues on a provincial level to effect change and improvement.
 - 3.2 Powers and Duties of the Board Representative
 - 3.2.1 Attend PSBAA Council meetings as required.
 - 3.2.2 Represent the Board’s positions and interests at PSBAA Council meetings.
 - 3.2.3 Communicate to the Board the work of the PSBAA Council.
 - 3.2.4 Build relationships.

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3.3 Representation

3.3.1 One (1) trustee; one (1) alternate.

3.4 Meetings

3.4.1 As called by the PSBAA Council.

4. Teachers' Employer Bargaining Association (TEBA)

4.1 Purpose of TEBA

4.1.1 Represent the Board at meetings of TEBA.

4.2 Powers and Duties of the Board Representative

4.2.1 Must attend all TEBA meetings as TEBA regulations do not allow alternates. If the appointed Board representative does not attend the meeting, Northland will not have input or a vote if it is called.

4.2.2 Represent the Board's position and interests.

4.2.3 Communicate to the Board the work of TEBA.

4.3 Representation

4.3.1 One (1) trustee (no alternates are allowed as per TEBA regulations).

4.4 Meetings

4.4.1 As called by TEBA.

5. Northland School Division (NSD) Act Partner Engagement

5.1 Purpose of Engagement with Partners

5.1.1 To gather input with respect to establishing the Board's strategic direction.

5.2 Powers and Duties of the Board and/or Board Representative(s)

5.2.1 The Board shall develop and implement a "NSD Act Partner Engagement Plan" for meeting with partners outlined in the NSD Act at least once within the 12 months immediately following each general election, to gather input into the Board's strategic direction.

5.2.2 See also [Policy 21 Appendix A - School Council Conflict Resolution](#) and [Administrative Procedure 159 Community Engagement, Appendix A Community Engagement Framework](#), and [Appendix B Community Engagement Process](#).

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- 5.3 Northland School Division Act Partners
 - 5.3.1 First Nations, Metis, and other communities with respect to which the Board provides educational services;
 - 5.3.2 Metis Settlement General Council;
 - 5.3.3 Treaty 8 First Nations of Alberta.
- 5.4 Meetings
 - 5.4.1 The Board and/or representatives shall meet at least once with the partners identified above within the 12 months immediately following each general election.

6. Rural Caucus of Alberta School Boards (RCASB)

- 6.1 Purpose of the Rural Caucus
 - 6.1.1 To lobby the Provincial government as a group for rural transportation.
- 6.2 Powers and Duties of the Board Representative
 - 6.2.1 Attend RCASB meetings.
 - 6.2.2 Represent the Board's positions and interests.
 - 6.2.3 Communicate to the Board the work of the RCASB
 - 6.2.4 Build relationships.
- 6.3 Representation
 - 6.3.1 One (1) trustee; one (1) alternate
- 6.4 Meetings
 - 6.4.1 As called by RCASB.

Legal Reference: Sections 33, 34, 51, 52, 53 Education Act
Policy 21 Appendix A, School Council Conflict Resolution
AP 159 Community Engagement
AP 159 App A Community Engagement Framework
AP 159 App B Community Engagement Process
Board Representation to Organizations
Terms of Reference Board Representation