



ADMINISTRATIVE GUIDELINE

Title: Curriculum, Business Operations and Corporate Committees – Roles and Responsibilities

Effective Date: June 6, 2001

Responsibility: Supervisory Officers

1.0 Rationale

The Near North District School Board administration believes it is important and necessary to ensure, that as decisions are made on processes and procedures, as they relate to the operationalization and implementation of Board policies, a collaborative and inclusive approach is undertaken. This can be facilitated through the involvement of staff, and where appropriate, school council and community representatives, in reference groups and committees. This encourages an exchange of information and ideas, the presentation of opinions and attitudes and the sharing based on a broad range of knowledge and experience that can be considered as committee work is undertaken. It must be acknowledged however, that the role of the committee, cannot conflict with the terms of reference of other committees, responsibilities of other staff members or with any other organizationally recognized responsibilities.

The following administrative guideline gives direction to the membership, work and reporting expectations of committees.

2.0 Establishing a Committee:

- 2.1 Committees may be established when Executive Council or an individual member of Executive Council identifies a program or business operations issue that requires study, review, a plan of action, and / or clarification through the development of an administrative guideline.
- 2.2 The Supervisory Officer responsible for the specific issue/initiative will:
 - Personally invite participation of staff representatives through the

