

Alberta Catholic School Trustees' Association

Celebrate, preserve, promote and enhance Catholic education

AD HOC 2025 SYMPOSIUM PLANNING COMMITTEE

TERMS OF REFERENCE

AUTHORITY

The Ad Hoc 2025 Symposium Planning Committee is established under the provisions of Policy GP#8 – 6 & 8.

MANDATE

To create and implement a Symposium in 2025 on Catholic trusteeship as per Member Resolution at 2023 AGM.

BACKGROUND

At the 2023 AGM, the Alberta Catholic School Trustees' Association was directed to plan a symposium in 2025 on Catholic education and the legal rights of Catholic schools and Trustees, clarifying their roles and ability to fulfill their legal and fiduciary responsibilities in the present where Catholic education is constitutionally established. The event is to be held prior to Alberta's 2025 municipal election.

PURPOSE

To set the symposium theme, select speakers, approve the overall program, select someone to write the summary report and propose a budget with recommended fees to the ACSTA Board of Directors.

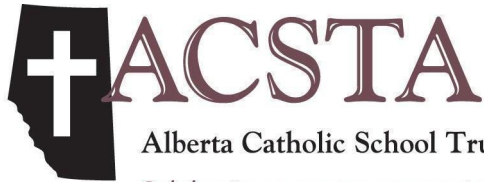
TERMS OF REFERENCE

Committee Structure:

1. At least three members of the Board of Directors.
2. The President is an ex-officio member of the committee.
3. The Executive Director is an ex-officio member of the committee and will act as co-chair.
4. Association staff will act as resource persons to the committee.
5. Committee members may, at the discretion of the majority, fill committee vacancies as they arise. Such appointments must be ratified by the Board of Directors at the next possible Board of Directors meeting.

Term:

February 6, 2024 – December 31, 2025



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Number of meetings:

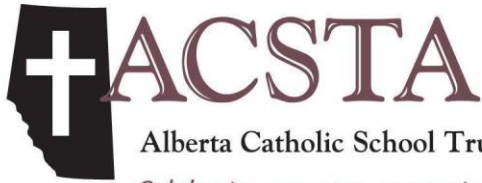
The committee will meet at the call of the Chair. Wherever possible, this meeting will be held in conjunction with a Board of Directors' meeting or by video conference. Subsequent communication is by email.

Committee Budget:

The costs associated with the work of the committee are borne by the Association's Board of Directors' budget.

Duties & Responsibilities:

The chair of the committee will report in writing to the Board when appropriate.



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ADVOCACY/COMMUNICATIONS STANDING COMMITTEE

TERMS OF REFERENCE

MANDATE

The Advocacy/Communications Committee is established under the provisions of Policy GP#8 - 6.

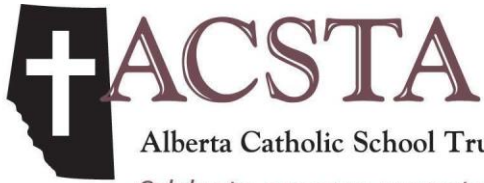
PURPOSE

- To identify potentially contentious issues related to Catholic education and bring those to the Board of Directors for discussion.
- To craft Association position statements for the Board's consideration.
- To develop Resolutions from Alberta for the CCSTA AGM.
- To review draft messaging from staff for pre-approval from the Board of Directors.
- To review and provide recommendations regarding the Communications Strategy.

TERMS OF REFERENCE

Committee Structure:

1. 3-5 members of the Board of Directors.
2. A maximum of two external Trustee members may be added to the Committee at the Board of Director's discretion.
3. The President is an ex-officio member of the committee.
4. The Executive Director is an ex-officio member of the committee and will act as co-chair.
5. Association staff will act as resource persons to the committee.
6. Committee members may, at the discretion of the majority, fill committee vacancies as they arise. Such appointments must be ratified by the Board of Directors at the next possible Board of Directors' meeting.



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Number of meetings:

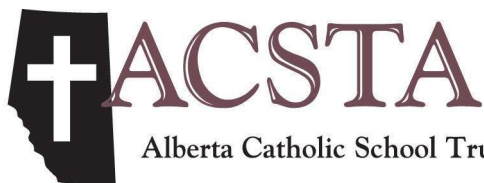
The committee meets as determined by Board initiatives. Wherever possible, meetings will be held by video conference or in conjunction with a Board of Directors' meeting.

Committee Budget:

The costs associated with the work of the committee are borne by the Association's advocacy budget.

Duties and Responsibilities

The Chair of the Committee will report to the Board in writing at a Board Meeting as required.



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AGM & CONVENTION PLANNING STANDING COMMITTEE

TERMS OF REFERENCE

MANDATE

The AGM & Convention Planning Committee is established under the provisions of Policy GP#8 - 6.

PURPOSE

- To set the convention theme, approve the overall program, determine convention activities, recommend fees, evaluate the conference.
- Receive the names of candidates for the positions of President and Vice- President.
- In an election year, to ensure the name of at least one candidate is presented to the Annual General Meeting (AGM) for each of the positions of President and Vice- President.

TERMS OF REFERENCE

Committee Structure:

1. At least three members of the Board of Directors.
2. The President is an ex-officio member of the committee.
3. The Executive Director is an ex-officio member of the committee and will act as co-chair.
4. Association staff will act as resource persons to the committee.
5. Committee members may, at the discretion of the majority, fill committee vacancies as they arise. Such appointments must be ratified by the Board of Directors at the next possible Board of Directors meeting.

Number of meetings:

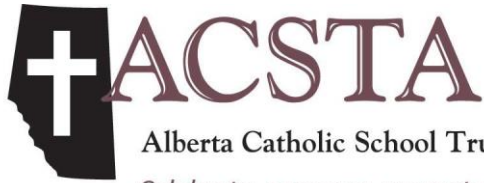
The committee meets at least once a year for the initial planning meeting. Wherever possible, this meeting will be held in conjunction with a Board of Directors' meeting or by telephone or video conference. Subsequent communication is by email.

Committee Budget:

The costs associated with the work of the committee are borne by the Association's Board of Directors' budget.

Duties & Responsibilities:

The chair of the committee will report in writing to the Board when appropriate.



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APPEALS STANDING COMMITTEE

TERMS OF REFERENCE

AUTHORITY

The Appeals Committee is established under the provisions of Policy GP#8 (6) (general creation), Policy GP#8 (7) (standing) and Bylaw 11.

MANDATE

To carry out an appeals hearing and process as per Bylaw 11.

PURPOSE

- Each member of the Appeal Committee shall serve for a term of one (1) year starting in
- To consider the appeal of decision to terminate or suspend a Member Board's membership OR
- To consider the appeal of a removed or suspended Director or Executive Officer from office.

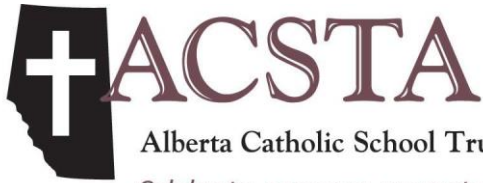
TERMS OF REFERENCE

Committee Structure:

1. One (1) director of the board, one (1) trustee member and one (1) other individual.
2. The quorum of the committee shall be two (2) members at any time.
3. The committee shall elect its own Chair from its three (3) members.
4. A member of the Appeal Committee may be removed from the Appeal Committee by a Special Resolution of the Board of Directors, and the Board of Directors may then fill the vacancy which is so created.
5. In the event that a vacancy arises on the Appeal Committee as a result of the resignation, death, incapacity or conflict of interest of a member of the Appeal Committee the Board of Directors shall appoint an individual to fill such vacancy.
6. Any Director who ceases for any reason to be a Director shall, immediately upon ceasing to be a Director, also cease to be a member of the Appeal Committee and all other committees of Directors.

Term:

November and ending after the annual general meeting of the association.



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Meetings of the Committee:

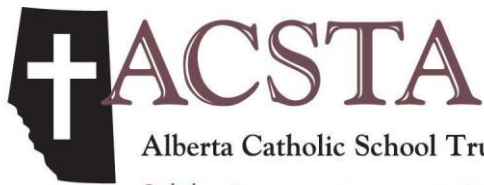
The committee will meet at the call of the Chair. It may meet in person or by electronic means that meet the requirements of any meeting within association bylaws.

Committee Budget:

The costs associated with the work of the committee are borne by the Association's Board of Directors' budget.

Accountability and Powers:

The committee shall be accountable to the Board regarding procedures, including rendering a decision within thirty (30) days of an appeal being requisitioned. Any decision of the Appeal Committee shall be final and binding upon the parties to such appeal and there shall be no further appeal therefrom.



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EXECUTIVE DIRECTOR SELECTION ADHOC COMMITTEE

TERMS OF REFERENCE

MANDATE

The Executive Director Selection Committee is established under the provisions of Policy GP#8 - 6.

PURPOSE

- To execute the hiring process for the Executive Director.
- Develop a Job Description to be approved by the Board of Directors.
- Define the hiring timeline – to be approved by the Board.
- Advertise the position.
- Develop the contract to be approved by the Board.
- Interview and bring recommendation of hire for Board approval.

TERMS OF REFERENCE

Committee Structure:

1. The Committee shall be composed of the President, Vice-President and no more than three members of the Board of Directors. The members will be elected by the Board of Directors.
2. The President is the Chair of the Committee.
3. An external Recruiter.
4. Association staff will act as resource persons to the committee.
5. Committee members may, at the discretion of the majority, fill committee vacancies as they arise. Such appointments must be ratified by the Board of Directors at the next possible Board of Directors meeting.

Number of meetings:

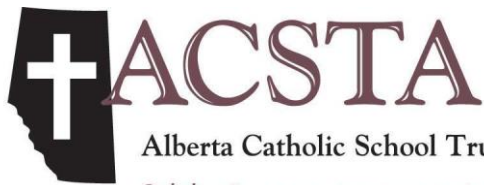
The committee meets as determined by Board initiatives. Wherever possible, meetings will be held in conjunction with a Board of Directors' meeting or by telephone conference.

Committee Budget:

To be determined by the Board of Directors.

Duties & Responsibilities:

The chair of the committee will report to the Board at a Board meeting as required.



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FAITH FORMATION STANDING COMMITTEE

TERMS OF REFERENCE

MANDATE

The Faith Formation Committee is established under the provisions of Policy GP#8 - 6.

PURPOSE

- To develop a long term plan around faith formation for Catholic school trustees, administrators and educators.
- To review and evaluate the Certificate in Catholic School Trusteeship Program to ensure a balance of faith and governance

TERMS OF REFERENCE

Committee Structure:

1. At least three members of the Board of Directors.
2. The President is an ex-officio member of the committee.
3. The Executive Director is an ex-officio member of the committee and will act as co-chair.
4. Association staff will act as resource persons to the committee.
5. Committee members may, at the discretion of the majority, fill committee vacancies as they arise. Such appointments must be ratified by the Board of Directors at the next possible Board of Directors' meeting.

Number of meetings:

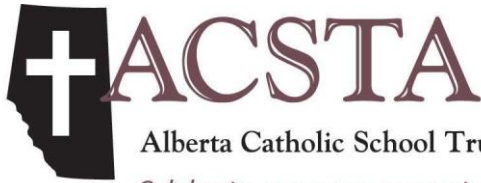
The committee meets at least once a year for the initial planning meeting. Wherever possible, this meeting will be held in conjunction with a Board of Directors' meeting or by telephone or video conference. Subsequent communication is by email.

Committee Budget:

The costs associated with the work of the committee are borne by the Association's Board of Directors' budget.

Duties & Responsibilities:

The chair of the committee will report in writing to the Board when appropriate.



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FINANCE STANDING COMMITTEE

TERMS OF REFERENCE

MANDATE

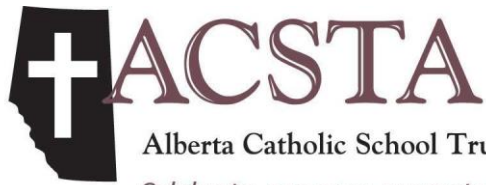
The Finance Committee is established under the provisions of Policy GP#8 - 6.

PURPOSE

- The purpose of the Finance Committee is to ensure that the annual budget is prepared in accordance with the vision, mission and strategic plan of the Association, and in compliance with the Board's policies and procedures. The Committee will report to the Board of Directors.

TERMS OF REFERENCE

1. Committee membership
 - The Committee shall consist of up to 7 members.
 - the ACSTA Vice-President;
 - Four members of the Board of Directors. Two of the members shall be Directors from both the Calgary and Edmonton Catholic School Divisions. If the Vice-President is the Director from either Calgary or Edmonton, an alternate will be named from Calgary or Edmonton; and
 - Two external ACSTA Trustee members. The members will be elected annually by the Board of Directors.
2. Committee members may, at the discretion of the majority, fill committee vacancies as they arise. Vacancies left by Directors from the Calgary and Edmonton Catholic School Districts must not be left vacant, and must be filled by the alternate Directors from those same boards. Such appointments must be ratified by the Board of Directors at the next possible Board of Directors meeting.
3. The Vice-President is the Chair of the Committee.
4. The President is an ex-officio member of the committee.



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5. The Executive Director is an ex-officio member of the committee and will act as co-chair.
6. Association staff will act as resource persons to the committee.
7. The committee will report to the Board following each Committee meeting.
8. The number of meetings of the committee will be determined by Board initiatives. Wherever possible, by telephone, or video conference.
9. The costs associated with the work of the committee are borne by the Association's Board of Directors' budget.

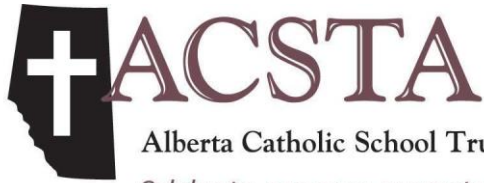
DUTIES AND RESPONSIBILITIES

The Finance Committee has the responsibility to provide reports to the Board regarding the manner in which the budget reflects the direction of the Board as expressed through its Mission, Vision, Strategic Plan and Policy documents and statements.

The duties and responsibilities of the Finance Committee are subject to the limitations imposed by Policy EL #6 Budgeting.

PROCEDURES

1. Prior to May 15th of each year, the Executive Director will present to the Committee for review a report outlining the budget assumptions which will direct the preparation of the budget for the following year.
2. The Committee will present this report and its recommendations to the Board of Directors at the May Board meeting.
3. The Executive Director will proceed to prepare the draft budget based on the directions of the Board following that meeting.
4. The Executive Director will present the draft budget to the Committee for consideration in a timely manner, but in any event, no later than August 31st.
5. The Committee will present the draft budget and its recommendations to the Board of Directors at the next available opportunity.



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GOVERNANCE STANDING COMMITTEE

TERMS OF REFERENCE

MANDATE

The Governance Committee is established under the provisions of Policy GP#8 - 6.

PURPOSE

The Governance Committee shall:

- review the entire ACSTA Policy Handbook on a biennial basis, recommending to the Board of Directors policy additions, amendments, and/or deletions and ensuring that it is aligned with common practices and current needs;
- review and recommend amendments to the ACSTA Bylaws, as required;
- carry out any other governance-related work, as directed by the Board of Directors.

Duties & Responsibilities:

Communicate to the Board of Directors regarding policy/governance initiatives and work conducted by the Committee to date.

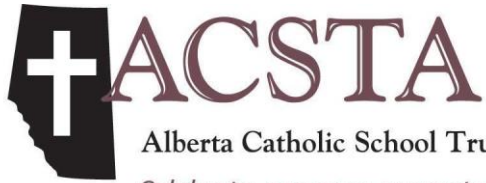
TERMS OF REFERENCE

Committee Structure:

1. At least three members of the Board of Directors.
2. The President is an ex-officio member of the committee.
3. The Executive Director (or their delegate) must attend every Committee meeting to provide administrative support to the Committee, including provision of the operational perspective for Committee consideration.
4. Association staff will act as resource persons to the committee.
5. Committee members may, at the discretion of the majority, fill committee vacancies as they arise. Such appointments must be ratified by the Board of Directors at the next Board of Directors meeting.

Number of meetings:

The Governance Committee shall meet a minimum of four times per year.



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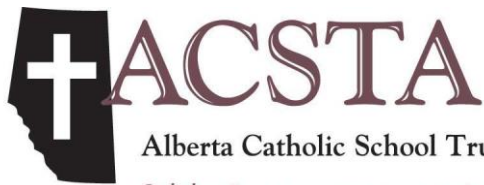
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Meeting Format:

Committee Meetings will normally be conducted by telephone conference, video conference or in conjunction with a regular Board of Directors' Meeting, unless specific circumstances dictate otherwise.

Committee Budget:

The costs associated with the work of the committee are borne by the Association's Governance budget (or as approved by the Board of Directors).



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RESOLUTIONS STANDING COMMITTEE

TERMS OF REFERENCE

MANDATE

The Resolutions Committee is established under the provisions of Policy GP#8 - 6 and ACSTA Bylaw 8.

PURPOSE

- To ensure that a call for resolutions is sent to each member board before June 30th each year.
- To review resolutions and combine them, if appropriate, with the agreement of the sponsoring Board.
- To ensure that resolutions that are forwarded to the Annual General Meeting (AGM) are not contrary to the goals of the Association.
- To ensure that the resolutions package is sent to member boards 30 days prior to the AGM; and
- To review any emergent resolutions and determine if they should proceed to the AGM for consideration.

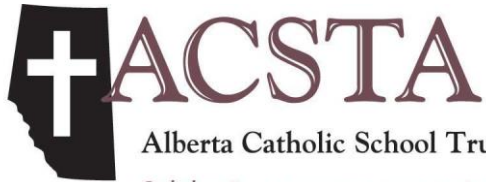
TERMS OF REFERENCE

Committee Structure:

1. At least four members of the Board of Directors. The chair of the committee will chair the resolutions portion of the AGM.
2. The President is an ex-officio member of the committee.
3. The Executive Director is an ex-officio member of the committee and will act as co-chair.
4. Association staff will act as resource persons to the committee.
5. Committee members may, at the discretion of the majority, fill committee vacancies as they arise. Such appointments must be ratified by the Board of Directors at the next possible Board of Directors meeting.

Number of meetings:

Meetings of the committee will normally be by telephone or video conference or in conjunction with a regular Board of Directors' meeting, unless specific circumstances dictate otherwise.



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Committee Budget:

The costs associated with the work of the committee are borne by the Association's Board of Directors' budget.

Duties & Responsibilities:

The chair of the committee will report in writing to the Board when appropriate.