



BYLAW

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Chairs' Committee

Board Received: October 24 2016

Review Date: November 2020

1. **Purpose**

The Chairs' Committee is formed annually to act as liaison between the Director of Education and the Board of Trustees. The committee's work will focus on the operation and agendas of Committee of the Whole and Board Meetings.

2. **Membership**

The Chairs' Committee is comprised of:

- Board Chair
- Board Vice-Chair
- Past Chair (as appropriate)
- Committee of the Whole Chair
- Committee of the Whole Vice-Chair
- Director of Education

3. **Terms of Reference**

- a) The Chairs' Committee shall meet with the Director on a monthly basis, with the exception of June and July.
- b) The Chairs' Committee shall provide input and advice to the Director on issues related to professional development opportunities for trustees and Caucus agenda creation.
- c) The Chairs' Committee may discuss Board meeting operations/processes in order to suggest revisions/refinements to Board practices.
- d) The Chairs' Committee shall review future agendas to create a smooth work flow of information.
- e) The Chairs' Committee shall not presume an action of the Board.
- f) Minutes of Chairs' Committee meetings will be distributed to all Board members.