

Section:	Governance & Organization
Policy:	2.03
Revised:	December 2021
Approval:	Motion #299

2.03 Committee Terms of Reference

1. EDUCATION COMMITTEE

1.1. Formation and Purpose:

The Education Committee is a Sub Committee of the Cranbrook Christian School Society Board of Directors.

1.2. Membership:

One Board member, 1 Administrator, or delegate

1.3. Scope:

1.3.1. The Education Committee shall undertake the following activities:

1.3.2. Consider all matters pertaining to the educational program and policies of the school, and make recommendations concerning these to the Boards;

1.3.3. Investigate the qualifications of candidates for administration and teaching positions and make recommendations to the Board concerning appointments and conditions of employment;

1.3.4. Keep itself informed primarily in consultation with the Principal and staff in regards to the Christian character and academic quality of the instruction given, the course study, discipline, equipment etc;

1.3.5. Periodically arrange a professional inspection through the services of the Society of Christian Schools in British Columbia;

1.3.6. Recommend staff replacements to the Board.

1.4. Meetings: Monthly, or as necessary.

1.5. Reporting: Prior to each monthly KCA Board Meeting, the Chair of the Education Committee will report directly to the Board Chair, in writing, on their progress.

2. FINANCE COMMITTEE

2.1. Formation and Purpose:

The Finance Committee is a Sub Committee of the Cranbrook Christian School Society Board of Directors.

2.2. Membership: One Board member, preferably the treasurer

2.3. Scope:

2.3.1. The Finance Committee shall undertake the following activities:

- 2.3.2. Recommend an annual budget to the Board;
 - 2.3.3. Recommend to the Board the manner in which the school is to be maintained financially indicating the various sources of income, and how monies are to be collected from these sources;
 - 2.3.4. Recommend policies or procedures with regard to revenue, expenditures and accounting;
 - 2.3.5. Recommend to the Board regarding assistance to parents who are unable to meet the cost of Christian education.
- 2.4. Meetings: Monthly, or as necessary.
- 2.5. Reporting:
Prior to each monthly KCA Board Meeting, the Chair of the Finance Committee will report directly to the Board Chair, in writing, on their progress.

3. HUMAN RESOURCES COMMITTEE

- 3.1. Formation and Purpose:
The Human Resources Committee is a Sub Committee of the Cranbrook Christian School Society Board of Directors.
- 3.2. Membership: Must include at least one board member and one administrator from the school.
- 3.3. Scope:
 - 3.3.1. The Human Resources Committee shall undertake the following activities:
 - 3.3.2. Recommend to the Board all policies, procedures and programs with regard to staffing of Kootenay Christian Academy.
 - 3.3.3. Recommend all staff hiring.
 - 3.3.4. Recommend salaries and benefits.
 - 3.3.5. Make arrangements for carrying out such a program.
- 3.4. Meetings: Monthly, or as necessary.
- 3.5. Reporting:
Prior to each monthly KCA Board Meeting, the Chair of the Human Resources Committee will report directly to the Board Chair, in writing, on their progress.

4. RECOGNITION COMMITTEE

- 4.1. Formation and Purpose:
The Recognition Committee is a Sub Committee of the Cranbrook Christian School Society Board of Directors.
- 4.2. Membership:
A minimum of one board member and one other member should sit on this committee.
- 4.3. Scope:
 - 4.3.1. The Recognition Committee shall undertake the following activities:

4.3.2. Recommend to the Board with regard to all forms of recognition for school staff:

4.3.3. Monthly staff recognition cards/gift cards

4.3.4. Annual Long-service awards

4.3.5. "Un-birthday staff gifts

4.3.6. Staff Luncheons

4.3.7. Christmas Gifts

4.4. Meetings: A minimum of one planning meeting and one budget reconciliation meeting must take place each year

4.5. Reporting:

Following each semi-annual meeting of the Committee, the Chair of the Recognition Committee will submit a report directly to the Board Chair, for review.

5. PUBLIC RELATIONS COMMITTEE

5.1. Formation and Purpose:

The Public Relations Committee is a Sub Committee of the Cranbrook Christian School Society Board of Directors.

5.2. Membership: A minimum of one board member.

5.3. Scope:

5.3.1. The Public Relations Committee shall undertake the following activities:

5.3.2. Recommend to the Board a program of action by means of which the cause of Christian education may be advanced and strengthened;

5.3.3. Make arrangements for carrying out such a program.

5.4. Meetings: As necessary.

5.5. Reporting:

Following each meeting of the Committee, the Chair of the Public Relations Committee will submit a report directly to the Board Chair, for review.

6. BOARD DEVELOPMENT COMMITTEE

6.1. Formation and Purpose:

The Board Development Committee is a Sub Committee of the Cranbrook Christian School Society Board of Directors.

6.2. Membership:

A minimum of two board members.

6.3. Scope:

6.3.1. The Board Development Committee shall undertake the following activities:

- 6.3.2. Recommend to the Board potential new board members;
- 6.3.3. Conduct all interviews with potential Board members;
- 6.3.4. Make arrangements for carrying out such a program.

6.4. Meetings: As necessary.

6.5. Reporting Following each meeting of the Committee, the Chair of the Public Relations Committee will submit a report directly to the Board Chair, for review.

7. BUILDING COMMITTEE

7.1. Formation and Purpose

The Building Committee is a Sub Committee of the Cranbrook Christian School Society Board of Directors which identifies and provides recommendations for planning facility development to meet current and future needs of Kootenay Christian Academy.

7.2. Membership

The Building Committee shall be made up of: At least one Board member, including Treasurer, 1 Administrator

Building and/or engineering experience is preferable for at least one (1) member of the Committee

Other members of the community, as required

In addition to the members listed above, the KCA Board shall appoint one individual to act as the Chair of this Building Committee. The Chair shall act impartially, and shall only vote in the case of a tie.

7.3. Scope

- 7.3.1. The Building Campaign Committee shall undertake the following activities:
- 7.3.2. To provide expert advice to the Board in relation to decisions concerning buildings and infrastructure projects;
- 7.3.3. To recommend approval to the Board for actions related to building and infrastructure projects;
- 7.3.4. To ensure building projects include appropriate and timely stakeholder engagement;
- 7.3.5. To monitor and report on requirements related to projects;
- 7.3.6. To oversee project through procurement processes and communicate decisions related to major building projects.
- 7.3.7. To liaise with the Administration and JOSH Committee twice annually to ensure all building and grounds maintenance is current per MOE standards.

7.4. Meetings: At least 6 times per year.

7.5. Reporting

Prior to each monthly KCA Board Meeting, the Chair of the Building Committee will report directly to the Board Chair, in writing, on their progress.

8. CAPITAL CAMPAIGN COMMITTEE

8.1. Formation and Purpose

The Capital Campaign Committee is a Standing Committee of the Cranbrook Christian School Society Board of Directors which directs and monitors a comprehensive and tactical fund development plan for capital projects revenue generation. Specific goals are established annually by the Board of Directors as part of the Strategic Plan. Fundraising is donor-centric and adheres to fundraising best practises.

8.2. Membership

The Capital Campaign Committee shall be made up of: 1 Board member, 1 Administrator, Other members of the community, as required

In addition to the members listed above, the KCA Board shall appoint one individual to act as the Chair of this Capital Campaign Committee. The Chair shall act impartially, and shall only vote in the case of a tie.

8.3. Scope

8.3.1. The Capital Campaign Committee shall undertake the following activities:

8.3.2. Create a Fund Development Plan that supports and encourages community and corporate engagement;

8.3.3. identify, research, solicitate, foster and steward major prospect and donors;

8.3.4. Monitor and evaluate progress in meeting fundraising targets;

8.3.5. Recommend the formation/review of policies and procedures associated with fund development activities that ensure that fundraising best practices are maintained;

8.3.6. Promote and support fundraising events/activities;

8.3.7. Review and recommend levels of sponsorship recognition and evaluate methods of donor recognition and stewardship opportunities so that all donations of time and money are recognized appropriately.

8.4. Meetings: As necessary, estimated 6 times per year.

8.5. Reporting

Prior to each monthly KCA Board Meeting, the Chair of the Capital Campaign Committee will report directly to the Board Chair, in writing, on their progress.

9. POLICY COMMITTEE