

## AAC BOARD OF DIRECTORS' SUBCOMMITTEES

<b>Policy Number:</b> BD-3	<b>Approved:</b> May 23, 2012 <b>Revised:</b> November 18, 2015 <b>Revised:</b> January 18, 2017	<b>Scheduled Review:</b> June of each fiscal year
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### Introduction

Alberta Assessment Consortium provides service to the education community by

- advocating for sound classroom assessment practices by engaging in collaborative endeavors with AAC member jurisdictions and education partners;
- contributing to the building of assessment literacy in Alberta through action research and inquiry initiatives;
- developing a broad range of classroom assessment materials, directly aligned to Alberta curriculum, that address both formative and summative processes; and
- enhancing teacher/leader assessment capacity by providing opportunities for quality professional learning.

The AAC Board of Directors provides the governance structure to allow AAC to fulfil its vision, mission and mandate in service to its members. In addition to meetings of the Board of Directors as a whole, subcommittees provide a mechanism to share the workload and increase the potential of the Board of Directors to fulfil its responsibilities to membership.

### Purpose

This policy seeks to describe the structure and duties of the subcommittees of the AAC Board of Directors.

### Policy

Subcommittee members are appointed by the Board of Directors. They report to and are accountable to the Board of Directors. Any actions resulting from recommendations of the subcommittees may only be undertaken upon a motion from the Board of Directors as a whole.

AAC Board of Directors' Subcommittees and their functions are outlined below.

#### Finance and Audit

- review the proposed budget
- review year-to-date variance reports presented at Board of Directors' meetings
- review the yearly audit

#### Bylaws

- conduct yearly review of bylaws
- recommend bylaw changes for presentation at the AGM

### Human Resources

- review staff hiring and evaluation practices
- recommend for approval by the Board the employment contract for the Executive Director as per *Policy HR-1: Recruitment and Hiring of AAC Executive Director*

### Government Relations

- develop a strategic plan for influencing public policy decisions that are relevant to the mission, vision and mandate of AAC
- ensure a subcommittee member is available to serve as a member of Steering Committees convened by AAC as required to fulfil grant deliverables for Alberta Education grants where AAC is the grant recipient
- serve a liaison function by bringing the Board perspective to the Steering Committee and reporting back to the Board of Directors regarding the discussion and recommendations of the Steering Committee

### Member and Partner Engagement

- promote AAC resources and services among AAC membership and education partners
- seek input from membership regarding priorities for the AAC strategic direction

Where specific expertise and experience in areas such as finance or human resources does not exist among members of the Board of Directors, the Board of Directors may co-opt an individual from the community (e.g. outside of AAC membership) to provide such expertise on a subcommittee. This individual would be considered an ad hoc member of the subcommittee and not an officer of AAC. The Board of Directors could decide, by motion, to provide an honorarium to the ad hoc member in recognition of his/her service.

### **Procedures**

- Subcommittee membership will be reviewed at the first meeting of the Board of Directors following the AGM.
- Changes to subcommittee membership may occur as required during the year, through motion of the Board.
- As new members of the Board of Directors are elected or appointed at the AGM, each Board member will be invited to serve on a subcommittee.

### **Responsibilities**

It shall be the responsibility of the Chair of the Board of Directors to

- ensure that all subcommittees are functioning with a subcommittee chair and at least one other Board member in place;
- maintain contact with the chair of each subcommittee to remain apprised of the work of the subcommittee and of any recommended actions that will be forthcoming at the next Board of Directors' meeting; and
- communicate with the Executive Director in regard to the activities and recommendations of the subcommittees.

It shall be the responsibility of each subcommittee chair to

- ensure that meeting notes are taken at each subcommittee meeting. Meeting notes are shared with the Chair of the Board of Directors and the Executive Director and are filed with the Board of Directors' Minutes for easy access and reference, although they do not form part of the official record of the Consortium.

It shall be the responsibility members of the Board of Directors to

- fulfill their responsibilities as members on the subcommittee(s); and
- respect the confidentiality of any information so designated.

It shall be the responsibility of the Executive Director to

- maintain communication with the Chairperson to remain apprised of the work and recommendations of the subcommittees;
- provide information to subcommittee chairs as requested;
- participate in subcommittee meetings as requested;
- designate AAC office staff to provide support for subcommittee meeting logistics, such as access to teleconference login and preparation of materials; and
- ensure that meeting notes of all subcommittee meetings are filed.

#### **Related Documents**

- AAC Policy Manual
- AAC Bylaws (current)
- *Policy HR-1: Recruitment and Hiring of AAC Executive Director*
- *Policy CG-1: Acceptance of Conditional Grants and Research/Development Contracts*
- *Policy BD-1: AAC Board of Directors' Yearly Planning Cycle*

#### **Authorization**

\_\_\_\_\_ [original signed]  
Signature of Chairperson

\_\_\_\_\_ Catherine Coyne  
Name of Chairperson

\_\_\_\_\_ January 18, 2017  
Date