

**Terms of Reference (ToR)**

**for a school council committee**

**Scope**

The <x> school council has established the <x> committee to support and advise the council on issues relating to:

* (list 3-5 tasks)

**Responsibilities**

The specific responsibilities of the committee are to:

* review and evaluate information provided by the council and principal
* identify priority issues which fall within its ToR
* provide recommendations to the council on appropriate and relevant matters
* provide information to the council on current developments and trends relating to [xx] matters
* address any related matter(s) referred to it by the council

**Membership**

Membership of the committee should comply with by laws and/or constitution

* At least one member of the council shall be a member of the committee may be the chair of the committee (chair), shall be members of the committee
* If appropriate, any number of external persons, including staff, may be appointed by the council, each of whom should possess a high degree of knowledge, understanding and experience of [xx] matters
* Membership shall be reviewed every two (2) years.

**Protocols and procedures**

1. Committee members should have a sound knowledge and understanding, enhanced as necessary by appropriate training or access to expert advice, of the areas of the committee’s business
2. It is assumed that all business of the committee is deemed confidential to the members of the committee, as well as to council
3. Committee members should value and respect diversity and differing views
4. Resolutions developed by the committee will occur within a consensus approach
5. Committee reports and submissions shall be presented to the council by one of the council nominees who are members of the committee
6. Minutes of committee meetings should be included in papers for following council meeting

**Meeting schedule**

1. Not less than four meetings shall be held each year or as directed by school council
2. The committee meeting agenda is to be prepared by the chair of the committee in consultation with the executive officer/secretary
3. Committee meetings shall be held not less than two weeks prior to any meeting of the council to ensure adequate time for preparation of reports and recommendations to the council

**Budget**

An annual committee budget will be set aside to enable the committee to carry out its forward agenda as approved by the council. The committee budget will be reviewed annually as part of council processes.