

GOVERNANCE CULTURE**GC-5E: Board Committees Terms of Reference**

Monitoring Method: Board Self-assessment
Monitoring Frequency: Annually

Engagement Planning Committee**Purpose/Charge:**

The purpose of the Engagement Planning Committee (the "Committee") is to assist the Board of Trustees to:

- a) Develop the Board's engagement strategy to fulfil the inter-governmental advocacy priorities and positions set by the Board;
- b) Develop the Board's strategy to increase confidence and build the CBE's reputation as an effective, efficient, economical, responsible and high-quality, education provider, employer, and community citizen; and
- c) Strategically prepare the Board for participation in engagement opportunities with parents, students, school councils, community including local business community, community serving organizations, post-secondary, and government.

Membership:

1. The Committee shall be comprised of:
 - Three trustees, one of whom will serve as Chair of the Committee
 - Chief Superintendent, or designee
 - Chief Communications Officer, or designee
 - Corporate Secretary, or designee
2. The trustee members will be appointed annually at the Board of Trustees' Organizational meeting.

Meetings:

1. The Committee will meet monthly, and may meet at such other times as required by the Committee Chair.
2. The Chair of the Committee shall establish the agendas for meetings, ensure that properly prepared agenda materials are circulated to the members with sufficient time for review prior to the meeting, and be responsible for reporting to the Board of Trustees.

3. A majority of the members of the Committee shall constitute a quorum. Two trustees must be present at all Committee meetings.

Reporting Schedule:

1. The Committee Chair or their designate shall report to the Board on matters arising at Committee meetings. The Committee Chair shall report at least quarterly to the Board of Trustees on the Committee's responsibilities and how it has discharged them.
2. Minutes of all meetings of the Committee shall be provided to the Board of Trustees by the Chair and filed with the Board of Trustees for the corporate record.

Roles and Responsibilities:

1. The Committee shall have the responsibilities set out in Appendix I as well as any other matters as may be delegated to the Committee by the Board from time to time.
2. The Committee and each of its members shall comply with such additional requirements as may be specified in the *Education Act* and in resolutions of the Board in effect from time to time.

Authority Over District Resources:

The Committee shall have no authority over resources of The Calgary Board of Education; this is a responsibility of the Board of Trustees.

Approved: March 8, 2022

Appendix I
Engagement Planning Committee
Roles and Responsibilities Calendar

√ When Performed

Roles and Responsibilities	Monthly	Annually	As Required
1. Prepare draft engagement plans.		√	
2. Prepare draft engagement materials.			√
3. Review the Board's flatsheets.		√	
4. Plan for and track elected officials meetings.		√	
5. Plan for school councils engagements including COSC meetings.			√
6. Review the Engagement Planning Committee Terms of Reference once every year to ensure its continued relevance and appropriateness, and make recommendation(s) to the Board.		√	