



**Section 1000 – Board Governance**

*“Together We Learn”*

**1100 – COORDINATING COMMITTEE**

**Introduction**

The Coordinating Committee is a standing committee of the Board of Education.

**Policy**

**1. Membership**

- Chair of the Board of Education (Chair of the Committee)
- Vice-Chair of the Board
- Superintendent of Schools/CEO
- Secretary-Treasurer/CFO

If either the Chair or the Vice-Chair is unable to attend the Coordinating Committee meeting, they will try to arrange for an alternate Trustee to attend. If this is not possible, the Coordinating Committee meeting will proceed as scheduled.

**2. Scope of Functions**

The Coordinating Committee shall meet prior to every Board meeting to:

- prepare an agenda for the Incamera and Public Board meetings;
- refer matters requiring committee-level attention to appropriate committees;
- review and evaluate all Policies directly pertaining to the Coordinating Committee function at least once every four years.

The Decisions of the Coordinating Committee are provided to all Trustees.

Former Policy 145 – Coordinating Committee

Date Agreed: April 23, 1980

Date Amended: January 13, 1982; January 11, 1989;  
December 8, 1993; January 28, 1998;

Date Reviewed/Amended: November 13, 2002

Date Amended: April 9, 2014; September 10, 2014  
September 29, 2021

Date Reviewed:

Related Documents: Policy 1080