

## **TERMS OF REFERENCE – POLICY WORKING SUB-COMMITTEE**

### **Policy Working Sub-Committee**

March 2006

Terms of Reference

#### **Overview:**

**The Policy Working Sub-Committee initiates and/or considers draft policies related to Hamilton-Wentworth District School Board's operations and philosophies and makes recommendations for approval to the Committee of the Whole.**

#### **Terms of Reference**

1. The Policy Working Sub-Committee membership will be 3 to 5 members.
2. When a new direction or review is being contemplated, the Policy Working Sub-Committee shall consider a Scoping Document prepared by staff, and make recommendations to the Committee of the Whole.
3. The Policy Working Sub-Committee initiates and/or considers draft policies.
4. The Policy Working Sub-Committee may receive and or request directives for discussion, and may offer suggestions for consideration. It will refer directives to the Committee of the Whole for information
5. The Policy Working Sub-Committee, prior to all policies being referred to the Committee of the Whole for approval, considers the input that has been sought and received from community and staff.
6. The Policy Working Sub-Committee provides a regular process for policy review and evaluation.
7. The Policy Working Sub-Committee will ensure the maintenance of accurate and current records of all Board policies.
8. Meetings of the Policy Working Sub-Committee are called monthly. Extra meetings may be called at the discretion of the committee's chair.

#### **The following definitions pertain to the Policy Working Sub-Committee:**

##### **Policy**

A policy is a statement or position adopted by the Board of Trustees that provides the framework for a course of action. It is a commitment by which the Board is held accountable to its public.

**Directive**

A directive is a course of action developed to implement and support an approved Board of Trustees' policy.

**Protocol**

A protocol is a process which sets out the operating norms for an interaction between the Board and its external public.