

‘NAMGIS EDUCATION BOARD - TERMS OF REFERENCE

BOARD MEMBERS

The Board shall be composed of:

- a) One member elected from the Whe-la-la-U Area Council.
- b) Three members elected from the ‘Namgis Reserve.
- c) One member of Council shall be appointed from the ‘Namgis First Nation Council by the ‘Namgis First Nation Council.

REPRESENTATION

- a) Members will be resident in the jurisdiction they represent.
- b) Persons employed by the Board are ineligible for Board Membership.
- c) Members shall be elected for a two-year term.
- d) Elections shall be held in April of each year with those elected taking office on June 1.
- e) Each Elector shall be entitled to one vote per representative to be elected from the jurisdiction of which the elector is resident.
- f) The Electoral Officer of the ‘Namgis First Nation Council shall set the date of the April election and oversee the process.

DISQUALIFICATIONS

- a) Any Board resident who ceases to be a resident of the jurisdiction area.
- b) Any Board Member who is absent for three consecutive meetings of the Board shall forfeit office unless such absence is caused through illness or authorized via resolution of the Board.
- c) Any breach of confidentiality shall be grounds for disqualification.

RESIGNATION

A Member may resign his/her office at any time upon filing written notice of resignation to the secretary of the Board. Such resignation will be formalized at the next Board meeting. This is to allow time to finish and report any Board business that he/she may be engaged in.

OFFICERS

- a) A Chairperson shall be appointed by the Board.
- b) A Vice-Chairperson shall be appointed by the Board.
- c) A Secretary shall be appointed by the Board.
- d) Appointments shall be made annually in June.
- e) Vacancies occurring before expiration of the term will be filled by the Board.

DUTIES OF OFFICERS

- A) CHAIRPERSON
 - 1) Shall reside at all meetings.
 - 2) Shall be responsible for supervising and conducting Board meetings in an orderly fashion.
- B) VICE-CHAIRPERSON
 - 1) Shall assume the Chairperson’s duties in his/her absence.
- C) SECRETARY
 - 1) Shall be responsible for arranging the meetings.
 - 2) Shall be responsible for minute taking & distribution of same.
 - 3) Shall be responsible for proper record keeping of all correspondence and other materials related to Board business.

QUORUMS

- a) Three persons are necessary for a quorum.
- b) A majority of the quorum is required to carry on the business of the Board.

MEETINGS

- a) Regular meetings of the Board will be held twice a month.
- b) The time, place and date of the next meeting shall be established before the meeting adjourns.
- c) Special meetings will be called by the Chairperson with at least 24 hours notice.

RESPONSIBILITIES

- a) The Board shall be concerned with the delivery of educational services and programs at all levels in accordance with Band Policy and the T'lisalagi'lakw School Policy Manual.
- b) The Board shall oversee overall evaluation of effectiveness of all programs and program delivery.
- c) The Board shall meet with the 'Namgis First Nation Council on a regular basis to plan short and long term goals.
- d) The Board shall endeavor to foster a working relationship with all agencies in the interests of better education.
- e) The Board shall be responsible to the Parents and Guardians by way of a monthly newsletter.
- f) The Board shall prepare a draft budget for the purpose of an annual budgetary discussion with the 'Namgis First Nation Council.
- g) The Board shall at all times be cognizant of their responsibility for the proper expenditure of education funds.
- h) The Board shall be Members of the 'Namgis Education Society.

Passed by Council - April 18, 1991