

SBC Education Committee
Terms of Reference

Mission Statement

“All educational programs will demonstrate the Haida value of working together, affection for each other and respect for all. Our goal is to maximize resources in the community and create connections between all educational programs. Our goal is for all to realize that they have something of value to contribute to the education of our children.”

Purpose

The purpose of this committee is, on behalf of the Skidegate Band Council, to provide advice and guidance on the educational activities and provide recommendations on the use of the Skidegate Band’s Education Funds.

1. Structure

- a) Membership shall be open to all Skidegate Band members in order to facilitate input into the Education Programming by all
- b) The Committee shall appoint Co-chairs to the committee, consisting of one Education Committee member and one Council member. In the event of the absence of the Council member, the Council member may appoint an alternate for that meeting.
- c) Members who have not attended the last 3 meetings shall be deemed to have withdrawn from the committee, unless extenuating circumstances have prevented them from attending.

2. Duties, Functions, and Responsibilities

The Education Committee shall:

- a) Provide advice and recommendations on the use of the Band’s education funds.
- b) Formally review its Terms of Reference every three years. However, the Terms of Reference are subject to amendment throughout the three year terms.
- c) Formally review the SBC Education Policies every February, ensuring that they are current and up to date.

- d) Represent the community and/or Band Council upon request to attend meetings or educational forums and report back to the committee.
- e) Forward any information or requests on educational funding opportunities to the whole committee
- f) Review and discuss issues relating to the education of band membership and where applicable, formulate recommendations for the consideration of the Band Council
- g) Shall seek to make decisions by consensus of a quorum
- h) Five shall be considered a quorum of the Education Committee and no more than two of the five shall be Council members.
- i) Maintain confidentiality of fellow committee members

3. Conduct of the Committee

- a) Meetings shall be chaired by the Chair of the committee.
- b) While most committee business can be concluded without voting, on those occasions when votes are required, each committee member in attendance at a meeting shall be entitled to one (1) vote. If a member is unable to attend a meeting, his/her vote may be sent to the Chair in writing (email, fax, and letter).
- c) Robert's rules of order shall prevail if reference to rules of order is required.
- d) All committee members shall sign an agreement which guides the conduct of each committee member.
- e) All committee members are expected to comply with the above agreement which encourages collective decision-making, shared objectives and, shared ownership of and respect for committee recommendations.
- f) Committee members shall act at all times in the best interests of the Band members, rather than particular or individual interests.

4. Meeting Schedule and Time Commitment

- a) Meetings shall be at the call of the Chair, but shall normally be scheduled at least once every six (6) months, and last 1 – 3 hours.

b) The committee will meet at the request of any committee member. A committee member may put an item for discussion on the agenda of the either before a meeting, or at the start of a meeting of the committee.

5. Notices, Agendas and Minutes of Committee

a) Notices of the meetings and draft agendas for meetings will normally be sent to members one week in advance of meetings. Minutes shall be distributed to the members of the committee within seven (7) days following a committee meeting.

b) The Education Coordinator, in consultation with the co-chairs of the Committee, shall coordinate committee meetings, establish the agenda, and ensure that recommendations and minutes are forwarded to the Band Council.

6. Financial Support

The Skidegate Band Council recognizes that there may be cost involved in having an Education Committee. The Council will, in this regard, commit to the following:

- a) A meeting place
- b) Refreshments for meetings
- c) Expenses incurred by the resource persons brought in from outside of the Committee