

## OPERATIONAL GUIDELINES

Operational Guidelines are created by the Board of Directors to guide the work of the Association. New Operational Guidelines are reported annually to the BCSTA Annual General Meeting.

The Board of Directors' expectation is that the Chief Executive Officer will deal with matters at the first instance and refer to the Board as necessary. Any member Board who is not satisfied with the Chief Executive Officer's response may request the Board to review the situation.

### 1. RELATIONSHIP WITH EXTERNAL ORGANIZATION

#### 1.10.G Use of logo

No organization may use BCSTA's name, logo or word mark, or state or imply BCSTA endorsement of its programs or advocacy messages, unless specifically approved by Board of Directors or as delegated to the Chief Executive Officer.

##### **Rationale:**

It is important that the Association's name and reputation be protected to ensure that any positions, statements or endorsements truly represent those of the membership and not other individuals or organizations.

#### 1.20G Meeting Space

Meeting space at BCSTA events is arranged in accordance with program requirements; additional meeting space except as requested by the Board of Directors or a BCSTA Standing Committee must be approved by the Board of Directors or as delegated to the Chief Executive Officer.

##### **Rationale:**

To guide staff responses with respect to requests for meeting space outside of the pre-approved program. Such requests are often difficult to fulfil, and may interfere with the education or business portions of the program.

#### 1.30G Sponsors

All sponsors, vendors, and groups wanting to participate in BCSTA events must be approved by Board of Directors or as delegated to the Chief Executive Officer, and their mandate must be consistent with the mandate of BCSTA.

##### **Rationale:**

To enable staff to approve or refuse sponsors based on suitability.

#### **1.40G Distribution of Materials**

All externally produced materials to be distributed at BCSTA events must be approved by Board of Directors or as delegated to the Chief Executive Officer.

**Rationale:**

To enable staff to approve or refuse externally produced materials based on suitability.

#### **1.50G Advocacy Letters**

Requests to distribute advocacy related letters to other Boards of Education must come from a member Board and be reviewed by the Chief Executive Officer who may refer to the President and/or Board of Directors for approval.

**Rationale:**

To ensure that BCSTA does not appear to support advocacy that does not emanate from a member Board and enables staff to respond to routine requests from individual trustees or outside organizations to make use of BCSTA communication networks and to provide a check on letters for accuracy and liability.

#### **1.60G Curriculum**

BCSTA's role does not include advocating with member Boards for the introduction of projects into schools that are organized by outside organizations and requests for such support will generally be refused. Any exception must be brought forward by a member Board of Education or a BCSTA Director and must be authorized by the Board of Directors.

**Rationale:**

To enable staff to manage routine requests for support from a wide variety of outside organizations without restricting the rights of members or the Board of Directors to approve such support.

## **2. MEETINGS**

#### **2.10G AGM Location**

Starting in 2012, AGMs following trustee elections will be held in Vancouver.

**Rationale:**

Attendance at the first AGM following an election is usually larger than can be comfortably accommodated in other cities/venues.

### 3. EXPENSE REIMBURSEMENTS

#### 3.10G Expense Reimbursements

BCSTA's Policy on Travel and Expenses will be applied to expense claims submitted to BCSTA by BCSTA officers, Provincial Council members, BCSTA committee members, trustees selected to represent BCSTA on external committees and BCSTA staff.

### 4. MISCELLANEOUS

#### 4.10G Corporate Credit Cards

1. The Chief Executive Officer and President have use of a corporate credit card.
2. BCSTA staff will have a corporate credit card at the discretion of, and monitoring by, the Chief Executive Officer.
3. All purchases on staff corporate cards above \$500 must be pre-approved by the Chief Executive Officer, except for work related travel and accommodation.

#### 4.20G Board Chairs Discussion Group

BCSTA staff will establish terms of use for the Board Chair Discussion Group and may amend these terms of use. BCSTA staff will provide the terms of use to the BCSTA Board of Directors and all member boards of education.

## INDIGENOUS EDUCATION COMMITTEE OPERATIONAL GUIDELINES

### SELECTION OF CHAIR & VICE-CHAIR

The committee elects Co-Chairs annually at the committee's inaugural meeting. If the position of Co-chair falls vacant during the period between inaugural meetings, the Committee may hold an election to fill the vacancy until the next inaugural meeting.

### MEETING FREQUENCY

The committee meets:

- in advance of the start of the school year;
- in conjunction with meetings of the Association's Provincial Council;
- in advance of or during general meetings, as required; or
- at the call of the Co-Chairs.

The Committee typically meets in person, but may conduct meetings remotely.

### MEETING AGENDAS

The Co-Chairs develop meeting agendas with assistance from staff and input from the committee. The committee budget and the approval of draft minutes are standing items. Staff distributes the agenda in advance of the meeting.

### BUDGET & EXPENSES

The committee is responsible for managing its budget. Use of the committee's budget is limited to costs associated with holding committee meetings. These costs include meeting room and meal costs, committee member travel, accommodation and per diem costs for attending committee meetings, and up to \$100 per meeting for elder honouraria. Staff provides a budget update for committee approval at each formal meeting. BCSTA's [Expense Claim Form](#) and [Expense Policy](#) are available online. Committee members submit completed expense claims along with original receipts to staff.

### RECORDKEEPING

Staff maintains a record of discussions, reports, and resolutions from each meeting, and, in consultation with the Co-Chairs, produces draft minutes. Draft minutes are provided for committee approval at the next regular formal meeting.

Minutes and other committee materials are filed [online here](#).

### REPORTING

The committee reports to the Board of Directors. The Board's committee liaison serves to keep the Board of Directors apprised of committee work. The committee may also submit motions to the Board of Directors.

The Co-Chair delivers oral reports to Provincial Council and the general assembly. The committee also submits an annual written report to the membership.

Each committee member, except for the Board liaison, acts as liaison to an assigned branch.

Staff, in consultation with the Chair, produces and distributes an electronic bulletin to the general membership following each regular meeting.

## ROLE OF CO-CHAIRS

The Co-Chairs' responsibilities include:

- to schedule meetings;
- to develop meeting agendas;
- to chair meetings; and
- to ensure that any motions to Provincial Council, general meetings, or the Board of Directors are forwarded to the Chief Executive Officer in a timely manner.

## ROLE OF COMMITTEE MEMBERS

The committee members' responsibilities include:

- to prepare for, attend, and participate in meetings;
- to act as a communication liaison to respective assigned branches; and
- to provide a contact summary report to staff at least two weeks in advance of each regular meeting for inclusion in the agenda package.

## ROLE OF STAFF

Staff responsibilities include:

- to assist the Co-Chairs with scheduling meetings;
- to assist the Co-Chairs with developing meeting agendas;
- to prepare draft minutes of meetings;
- to provide the committee with budget reports;
- to facilitate the distribution of all committee materials;
- to manage committee records and archives online; and
- to support the Co-Chairs and committee as needed.

If the committee has a recommendation for work to be performed by staff that is not within the committee's mandate to undertake or assign, the committee may submit a motion to the Board of Directors requesting that the work be undertaken. The Board of Directors, if in agreement, will direct the Chief Executive Officer to allocate the resources appropriate to complete the work.

## BCSTA WORKPLACE BULLYING AND HARASSMENT AND DISCRIMINATION PREVENTION POLICY

BCSTA's Workplace Bullying and Harassment and Discrimination Prevention Policy applies to members of BCSTA's Standing Committees. Please review the [Policy](#). Please contact BCSTA's Chief Executive Officer if you have any questions regarding the Policy.

## PROFESSIONAL LEARNING COMMITTEE OPERATIONAL GUIDELINES

### SELECTION OF CHAIR & VICE-CHAIR

The committee elects a Chair and Vice-Chair (or two Co-Chairs) annually at the Committee's inaugural meeting. If the position of Chair or Vice-Chair falls vacant during the period between inaugural meetings, the Committee may hold an election to fill the vacancy until the next inaugural meeting.

### MEETING FREQUENCY

The committee meets:

- Three to four times per year;
- in conjunction with meetings of the Association's Provincial Council;
- in advance of or following general meetings; or
- at the call of the Chair.

The Committee typically meets in person but may conduct meetings remotely.

### MEETING AGENDAS

The Chair develops meeting agendas with assistance from staff and input from the committee. The committee budget and the approval of draft minutes are standing items. Staff distributes the agenda in advance of the meeting.

### BUDGET & EXPENSES

The committee is responsible for managing its budget. Use of the committee's budget is limited to costs associated with holding committee meetings. These costs include meeting room and meal costs and committee member travel, accommodation and per diem costs for attending committee meetings. Staff provides a budget update for committee approval at each formal meeting.

BCSTA's [Expense Claim Form](#) and [Expense Policy](#) are available online. Committee members submit completed expense claims along with original receipts to staff.

### RECORDKEEPING

Staff maintains a record of resolutions passed at each meeting, and, in consultation with the Chair, produces draft minutes. Draft minutes are provided for committee approval at the next regular formal meeting.

Minutes and other committee materials are filed [online here](#).

## REPORTING

The committee reports to the Board of Directors. The Board's committee liaison serves to keep the Board of Directors apprised of committee work. The committee may also submit motions to the Board of Directors.

The Chair delivers oral reports to Provincial Council and the general assembly. The committee also submits an annual written report to the membership.

Committee members, except for the Board liaison, act as liaison to their respective branches.

## ROLE OF CHAIR AND VICE-CHAIR

The Chair's responsibilities include:

- to invite a representative of the BC School Superintendents' Association to serve as a non-voting committee member;
- to schedule meetings;
- to develop meeting agendas;
- to chair meetings; and
- to ensure that any motions to Provincial Council, general meetings, or the Board of Directors are forwarded to the Chief Executive Officer in a timely manner.

The Vice-Chair carries out the duties of the Chair in the Chair's absence.

## ROLE OF COMMITTEE MEMBERS

The committee members' responsibilities include:

- to prepare for, attend, and participate in meetings;
- to provide input on BCSTA educational services;
- to make recommendations that facilitate and support BCSTA educational services;
- to present ideas, concerns, and issues of respective branches;
- to report to respective branches on the work of the Committee; and
- to fulfill the duties as set out in the BCSTA Bylaw 11(e).

## ROLE OF STAFF

Staff responsibilities include:

- to assist the Chair with scheduling meetings;
- to assist the Chair with developing meeting agendas;
- to prepare draft minutes of meetings;
- to provide the committee with budget reports;
- to facilitate the distribution of all committee materials;
- to manage committee records and archives online; and
- to support the Chair and committee as needed.



If the committee has a recommendation for work to be performed by staff that is not within the committee's mandate to undertake or assign, the committee may submit a motion to the Board of Directors requesting that the work be undertaken. The Board of Directors, if in agreement, will direct the Chief Executive Officer to allocate the resources appropriate to complete the work.

## BCSTA WORKPLACE BULLYING AND HARASSMENT AND DISCRIMINATION PREVENTION POLICY

BCSTA's Workplace Bullying and Harassment and Discrimination Prevention Policy applies to members of BCSTA's Standing Committees. Please review the [Policy](#). Please contact BCSTA's Chief Executive Officer if you have any questions regarding the Policy.

## COMMITTEE DECISION MAKING

Six voting members constitute a quorum.

The meetings are conducted in accordance with Robert's Rules of Order.

## FINANCE AND AUDIT COMMITTEE OPERATIONAL GUIDELINES

### MEETING FREQUENCY

The committee meets:

- annually in September to review and approve the prior year's draft audited financial statements and to begin budget planning;
- in conjunction with meetings of the Association's Provincial Council;
- annually in January to review the first draft of BCSTA's operating budget for the following fiscal year;
- in advance of general meetings;
- annually in June to begin long-range budget planning; and
- at the call of the Chair.

The Committee typically meets in person, but conducts meetings remotely where possible.

### MEETING AGENDAS

Agendas reflect the timing of the meeting within the annual budget cycle. The Chair develops meeting agendas with assistance from staff and input from the committee. The committee budget and the approval of draft minutes are standing items. Staff distributes the agenda in advance of the meeting.

### BUDGET & EXPENSES

The committee is responsible for managing its budget. Use of the committee's budget is limited to costs associated with holding committee meetings. These costs include meeting room and meal costs and committee member travel, accommodation and per diem costs for attending committee meetings. Staff provides a budget update for committee approval at each formal meeting.

BCSTA's [Expense Claim Form](#) and [Expense Policy](#) are available online. Committee members submit completed expense claims along with original receipts to staff.

### RECORDKEEPING

Staff maintains a record of resolutions passed at each meeting, and, in consultation with the Chair, produces draft minutes. Draft minutes are provided for committee approval at the next regular formal meeting.

### REPORTING

The committee reports jointly to the Board of Directors and Provincial Council. The Chair serves to keep the Board of Directors apprised of committee work. The committee may also submit motions to the Board of Directors.

The Chair/committee delivers reports to Provincial Council. The committee also submits an annual budget draft to Provincial Council in February for review and in April for adoption.

## ROLE OF CHAIR

The Chair's responsibilities include:

- to schedule meetings;
- to approve draft meeting agendas;
- to chair meetings;
- to review draft minutes;
- to approve the expenses of the Chief Executive Officer;
- to review all purchases made using BCSTA's corporate MasterCards;
- to apprise the Board of Directors of the work of the committee; and
- to ensure that any motions to the Board of Directors are forwarded to the Chief Executive Officer in a timely manner.

## ROLE OF COMMITTEE MEMBERS

According to [BCSTA Bylaw 11\(c\)](#), the duties of the Finance and Audit Committee are:

- to monitor the collecting of all dues, fees, levies and other revenues on behalf of the Association;
- to recommend reasonable controls for the safekeeping of Association funds;
- to obtain satisfactory evidence that there is a continuing maintenance of proper financial books and records;
- to monitor the expenditures of Association monies;
- to cooperate with the Board of Directors in the preparation of an annual budget for the following fiscal year;
- to supervise the calculation and drafting of an annual membership fee scale, in accordance with budget requirements;
- to ensure that an inventory statement of the Association's capital assets is completed at the conclusion of each fiscal year;
- to report to the Provincial Council as required on the financial status of the Association, substantiated by a banker's statement and/or an auditor's statement; and
- to review all accounts payable payments in excess of \$5,000.

## ROLE OF STAFF

Staff responsibilities include:

- to assist the Chair with scheduling meetings;
- to assist the Chair with developing meeting agendas;
- to prepare draft minutes of meetings;
- to provide the committee with budget reports;

- to facilitate the distribution of all committee materials;
- to manage committee records and archives;
- to provide information at the request of the committee, the Board of Directors, or Provincial Council
- to incorporate budget feedback from Provincial Council and the Board of Directors in the preparation of annual budget drafts;
- to prepare an annual capital plan for committee review;
- to prepare annual member equity reports for committee review;
- to liaise with the Association’s auditors;
- to facilitate the committee’s review of the Association’s auditors after each five-year audit term is completed; and
- to support the Chair and committee as needed.

If the committee has a recommendation for work to be performed by staff that is not within the committee’s mandate to undertake or assign, the committee may submit a motion to the Board of Directors requesting that the work be undertaken. The Board of Directors, if in agreement, will direct the Chief Executive Officer to allocate the resources appropriate to complete the work.

#### BCSTA WORKPLACE BULLYING AND HARASSMENT AND DISCRIMINATION PREVENTION POLICY

BCSTA’s Workplace Bullying and Harassment and Discrimination Prevention Policy applies to members of BCSTA’s Standing Committees. Please review the [Policy](#). Please contact BCSTA’s Chief Executive Officer if you have any questions regarding the Policy.

## LEGISLATIVE COMMITTEE OPERATIONAL GUIDELINES

### SELECTION OF CHAIR & VICE-CHAIR

The committee elects a Chair and Vice-Chair (or two Co-Chairs) annually at the committee's inaugural meeting. If the position of Chair or Vice-Chair falls vacant during the period between inaugural meetings, the Committee may hold an election to fill the vacancy until the next inaugural meeting.

### MEETING FREQUENCY

The committee meets:

- in advance of meetings of the Association's Provincial Council;
- in advance of general meetings;
- during general meetings; or
- at the call of the Chair.

The Committee typically meets in person in advance of general meetings and during general meetings and conducts other meetings remotely.

### MEETING AGENDAS

The Chair develops meeting agendas with assistance from staff and input from the committee. The committee budget and the approval of draft minutes are standing items. Staff distributes the agenda in advance of the meeting.

### BUDGET & EXPENSES

The committee is responsible for managing its budget. Use of the committee's budget is limited

to costs associated with holding committee meetings. These costs include meeting room and meal costs and committee member travel, accommodation and per diem costs for attending committee meetings. Staff provides a budget update for committee approval at each formal meeting.

BCSTA's [Expense Claim Form](#) and [Expense Policy](#) are available online. Committee members submit completed expense claims along with original receipts to staff.

### RECORDKEEPING

Staff maintains records summarizing each meeting.

Records and other committee materials are filed [online here](#).

## REPORTING

The committee reports to the Board of Directors. The Board's committee liaison serves to keep the Board of Directors apprised of committee work. The committee may also submit motions to the Board of Directors.

The Committee delivers oral reports to Provincial Council and the general assembly. The committee also submits an annual written report to the membership.

## ROLE OF CHAIR AND VICE-CHAIR

The Chair's responsibilities include:

- to schedule meetings;
- to develop meeting agendas;
- to chair meetings; and
- to ensure that any motions to Provincial Council, general meetings, or the Board of Directors are forwarded to the Chief Executive Officer in a timely manner.

The Vice-Chair carries out the duties of the Chair in the Chair's absence.

## ROLE OF COMMITTEE MEMBERS

The committee members' responsibilities include:

- to prepare for, attend, and participate in meetings;
- to examine, correlate, amend, reject, and report upon notices of motion submitted to the Association;
- to prepare all notices of motion for review by Provincial Council or the general membership; and
- to prepare late notices of motion for the consideration of the membership at general meetings.

## ROLE OF STAFF

Staff responsibilities include:

- to assist the Chair with scheduling meetings;
- to assist the Chair with developing meeting agendas;
- to prepare draft records of meetings;
- to review motions that are submitted to the Association;
- to provide the committee with recommendations regarding motions;
- to assist motion sponsors;
- to communicate with motion sponsors regarding the committee's recommendations and decisions in respect of sponsors' motions;
- to provide the committee with budget reports;
- to facilitate the distribution of all committee materials;

- to manage committee records and archives online; and
- to support the Chair and committee as needed.

If the committee has a recommendation for work to be performed by staff that is not within the committee's mandate to undertake or assign, the committee may submit a motion to the Board of Directors requesting that the work be undertaken. The Board of Directors, if in agreement, will direct the Chief Executive Officer to allocate the resources appropriate to complete the work.

#### BCSTA WORKPLACE BULLYING AND HARASSMENT AND DISCRIMINATION PREVENTION POLICY

BCSTA's Workplace Bullying and Harassment and Discrimination Prevention Policy applies to members of BCSTA's Standing Committees. Please review the [Policy](#). Please contact BCSTA's Chief Executive Officer if you have any questions regarding the Policy.