

**Simpcw Education Board
Terms of Reference**

1. This Designated Authority shall be known as the Simpcw Education Board.

2. PREAMBLE

Simpcw First Nation has participated in decision-making as per the 1971 *Indian Control of Indian Education* principles, continuously, since 1983 when the nursery/kindergarten was opened. In 1987, the education services in the community expanded to include elementary grades.

Simpcw First Nation has participated in jurisdiction discussion for several years and negotiated a jurisdiction agreement. October 29, 2007, the Simpcw First Nation Council ratified the Simpcw Community Education Jurisdiction Working Group, through a Band Council Resolution.

On February 6, 2008, a community meeting was held and a vision statement for education was developed. On January 25, 2014, this statement was revisited and revised and a mission statement was developed and endorsed by community members present. These foundational statements are included below and they describe the Simpcw Education Board's core purpose and intentions. The Board will expand the community voice and ownership of education, into the future. The functioning Simpcw Education Board will have the capacity to dedicate all available resources to provide services that meet the full range of educational and training needs.

3. PURPOSE

The purpose of the Simpcw Education Board is to exercise the inherent right of Simpcw First Nation to have jurisdiction over education, support education success, establish and manage Simpcw First Nation Education Program and services. The Simpcw Education Board is the Delegated Authority responsible for establishing, delivering and evaluating education processes for Simpcw First Nation.

4. MISSION, VISION, GOALS AND VALUES STATEMENTS

Mission

Simpcwemc leadership for quality lifelong education

Vision

We are Simpcwemc, a self-governing and inclusive community of confident culturally skilled, lifelong learners. Quality learning, in excellent education environments, guided by accomplished educators and supported by family and community will ensure that all learners possess strong literacy and numeracy skills and are able to identify clear life paths.

Goals

The Simpcw Education Board's goals are to exercise inherent rights and delegated authority, to provide access to education for all Simpcw members, to support members in achieving their potential in education, maintain personnel and financial policies consistent with those of the Simpcw First Nation

Values

Future orientation	Fairness	Respect	Integrity	Good will
Honesty	Transparency	Trust	Accountability	
Responsibility	Support	Responsiveness	Inclusiveness	

5. BOARD STRUCTURE

The Simpcw Interim Education Board is comprised of seven (7) Community Members. One member is a representative from Chief and Council, and is the Education Portfolio Representative. All other positions are drawn from the community by volunteer recruitment with membership being open to all community members.

The membership criteria for the Education Board will consist of Simpcw First Nation registered members and committee members. **The term of appointment to the board will be open ended.** The Executive Education Board will consist of the Chair, Vice-Chair and Secretary/Treasurer, who will be chosen by consensus of the Board Members for a Term of 1 year. Members will consist of seven (7) members as the following:

- 1 plus alternate-Simpcw Council (Chosen by Simpcw Council)
- 1 Neqweyqwelsten School parent/guardian (chosen by School Authority)
- 1 Head Start parent/guardian (chosen by Head Start parents)
- 1 parent of Barriere Elementary School (chosen by parents)
- 1 Parent of Barriere Secondary School (chosen by parents)
- 1 post-secondary (graduate or student) (chosen by the board through a call for representatives)
- 1 Simpcw First Nation Community member (chosen by board through a call for representatives)

5.1 Meetings

Education Board meetings will be held on the last Monday of each month. This schedule can be changed based on the need for more or less meetings. If the meeting schedule or location is changed, the Chairperson and/or delegate will communicate this with the rest of the Board.

A request to be included on the agenda can be done by contacting the Chair. Additions to the agenda will be [presented at the beginning of each meeting with agreement by the Board. Format of Agenda is attached as *Appendix A*¹.

6. ROLES, RESPONSIBILITIES AND AUTHORITY OF SIMPCW EDUCATION BOARD EXECUTIVE, MEMBERS AND STAFF

The purpose of the Roles, Responsibilities and Authority is to identify and outline the roles, responsibilities of the Simpcw Education Board Executives and the Simpcw Education Councillor Representative.

Chair

- a. The Chair is elected by a majority vote of the Simpcw Education Board members, in accordance to *Robert's Rules of Order*².
- b. The Chair's primary responsibility is to ensure meetings are objective, efficient and punctual.
- c. The Chair is not intended to duplicate or overlap with the Simpcw Education Manager's Role.
- d. The Chair will attend Executive meetings, as required or requested.

Vice-Chair

- a. The Vice-Chair is elected by majority vote of the Simpcw Education Board members, in accordance to *Robert's Rules of Order*.
- b. The Vice-Chair's primary role is to fulfill the role of the Chair in the absence of the Chair.
- c. The Vice-Chair is not intended to duplicate or overlap with the Simpcw Education Manager's Role.
- d. The Vice-Chair will attend Executive meetings, as required or requested.

¹ APPENDIX-Agenda Template in approved format

² APPENDIX- Robert's Rules of Order

Simpcw Education Councillor Representative

- a. The Councillor Representative will be a member of the Simpcw Education Board.
- b. The Councillor Representative will report directly to Chief and Council. He/she is responsible for presenting budgets, budget amendments and program justifications to Chief and Council.
- c. The Councillor Representative will provide regular updates to Chief and Council on the Simpcw Education Program.

Secretary/Treasurer

- a. The Secretary/Treasurer is elected by majority vote of the Simpcw Education Board members, in accordance to *Robert's Rules of Order*.
- b. The Secretary/Treasurer primary role is to fulfill the role of Recording Secretary.
- c. The Secretary/Treasurer will attend all Executive meetings.

The Education Manager

- a. Setting meeting schedules, organizing the location for each meeting;
- b. Soliciting input for agenda topics from The Chair;
- c. Drafting an agenda and sending it to the Simpcw Education Board prior to each meeting, in accordance to format depicted in *Terms Of Reference (TOR Appendix A)*;
- d. Keeping accurate record of meetings, describing action items to be tracked at future meetings;
- e. Storing records in an approved secure area for future reference when needed; and
- f. Emailing records once completed to the Simpcw Education Board in a timely fashion.

Simpcw Education Board

- a. All members of the Simpcw Education Board will participate objectively in meetings.
- b. All members of the Simpcw Education Board will contribute to the meeting by representing their:
 - Local values
 - Knowledge
 - Experience
 - Training
 - Education.
- d. All members of the Simpcw Education Board will be responsible for productively contributing to the said Board.
- e. All members of the Simpcw Education Board will be accountable for the actions assigned to them.
- f. All members of the Simpcw Education Board will responsible for, but not limited to:
 - Education Personnel
 - Education Finances
 - Pre-school, Elementary, Secondary, Adult and Post-Secondary Policies
 - Management of Education Records
 - Liaison with public education bodies and other government agencies
 - Establish and maintain relevant agreements with other government agencies (LEA, Federal, Provincial, Simpcw First Nation)

6.1 COMPOSITION AND OPERATIONS OF EXECUTIVES

The purpose of the Executive Education Board is to oversee the operations and composition of both the Board and the Education Programs.

- a. The Executive Education Board shall be composed of three (3) Board Members, The Chair, The Vice-Chair and the Secretary/Treasurer

- b. The Executives will be chosen after the Simpcw Education Board Annual General Meeting (AGM), September 28, the last Monday of the month, by consensus of the Board Membership, to serve for a Term of one (1) years.
- c. Executive meetings are intended for Executive members only' members of the community are generally welcome to attend a regularly scheduled Simpcw Education Board meeting to discuss issues or concerns.
- d. Executive meetings will be held as required.
- e. The Executive(s) can be requested to convene, at any time, if so requested by the Education Manager.
- f. Review annually, for Education Board Approval, the Education Board Policy Manual outlining the policies and procedures by which the Board will operate and the Terms of Reference for the Board, the Chair, the Education Manager, a Board member and Committees;

6.2 DUTIES AND RESPONSIBILITIES OF EXECUTIVES

Governance Aspects

The Executive Education Board has the ability to:

- a. Recommend to the Board, and annually implement a self-evaluation process for the Board, the Chair, and committees and assume responsibilities for recommending individual Board member evaluation³ (please refer to *SECTION 9 FORMS*-in the Education Manual) at the appropriate time;
- b. Develop recommendations regarding the essential and desired experiences and skills for potential Board members, taking into consideration the Board's short-term needs and long-term succession plans;
- c. Review, monitor and make recommendations regarding Board member orientation and ongoing development;
- d. Recommend to the Board any reports on governance that may be required or considered advisable;
- e. Lead the implementation of the evaluation process for the Education Manager.
- f. Review with the Education Manager existing management resources and plans, including recruitment plans and training plans to ensure that qualified personnel will be available for succession to positions on the Simpcw Education Board; and
- g. Review, monitor and make recommendations on budgets.
- h. Any Executive Board discussions or decisions must be presented to the remainder of the Board.

6.3 REPORTING

The Simpcw Education Board will report to the Council and the Simpcw First Nation community by way of an Annual Report. All other reporting will be kept up-to-date, in accordance to the terms of agreements. The Education Board will provide a quarterly report to Simpcw First Nation membership in the newsletter and hold one (1) Annual General Meeting (AGM) per year open to all Simpcw Community Members.

7. RESOURCES AND BUDGET

The Simpcw Education Board will be responsible for the budgets of all education services, Head Start (through a protocol agreement with Simpcw Health Programs), Neqweyqwelsten, Public School K-12, Post-Secondary and Career Training for the Simpcw First Nation.

³ SECTION 9 FORMS-Board Member Self-Evaluation Form

8. DECISION-MAKING

The Education Board will recommend motions for decisions on milestones and/or projects in accordance to *Robert's Rules of Order*. All recommended motions will be recorded in the minutes. Changes to a recommended motion can be made where the majority of the Board agrees with the proposed changes. Each member of the Education Board will have one vote in effort of consensus. Recommended motions will be represented by Quorum of four (4) in the event full membership of seven (7) is achieved. In the event of no consensus, 50% of total Board in attendance will stand.

In the event that an expedited decision is required, background documentation and the recommended motion will be forwarded by email to the Executive Board. If the motion is recommended by a quorum of the Board, then a formal motion will be sent to the Executive Board for approval by a quorum of the Simpcw Education Board.

All Simpcw Education Board members will respect the final decisions made by the Simpcw Executive Education Board.

9. AFFILIATIONS WITH EXTERNAL AGENCIES OR COMMITTEES:

- Simpcw First Nation Chief and Council; and
- Government Agencies (Aboriginal Affairs and Northern Development Canada, Provincial, Federal)
- Provincial School Districts, Independent Schools;
- First Nation Schools Association
- First Nation Education Steering Committee
- Simpcw First Nation Membership

10. ACCOUNTABILITY

The Education Board members will act honestly and in good faith, in the best interests of the band members. Each member will exercise care, diligence and skill of a reasonable prudent person, free of bias. Board members will follow strict confidentiality, and follow conflict of interest guidelines.

▪ LIABILITY

Simpcw Education Board Members will not be held liable when acting in an honest, fair and reasonable manner.

▪ INDEMNITY

Simpcw Education Board Members will be indemnified against a claim for damages in relations to the performance of his/her duties.

▪ COMPENSATION

The Education Board will be provided compensation depending on availability of funding, honoraria will be considered to Board Members.

11. ROBERT'S RULES OF ORDER

As per Terms of Reference (TOR) Appendix B, the Robert's Rules of Order has been summarized and will be utilized as a framework to initiate decision making.