



# ASSOCIATION OF YUKON SCHOOL COUNCILS, BOARDS & COMMITTEES

## EXECUTIVE MEMBERS Terms of Reference

### BACKGROUND

Education in the Yukon is a partnership between government, educators, School Councils/Boards/Committee, parents, students and community. Each partner has an important role to play – to be effective, the partners must collaborate. And while collaboration is a vital component for a high quality education system, autonomy of each partner group is also important.

One component of building meaningful partnerships is to recognize that each partner group must have a mandated area of authority and responsibility. For many years, School Councils consistently raised issues around the need for better training and professional development, increased communication, more autonomy and equality as partners. The sole dependency on the department for information, training and other supports needed by School Councils limited their ability to be well informed and as effective as they would like to be when making decisions on behalf of students, parents and other community members. The need was identified for a member-driven association that could assist in meeting some of these needs.

### LEGISLATION

Under section 121 of the Yukon Education Act, it states:

*“School Boards and Councils may form and become members of an Association of School Boards and Councils and may make grants or payments to the association.”*

Such an association was formed by delegates giving their unanimous support to its creation during the Fall 1999 School Councils’ Conference. In November 2000, it was officially named the Association of Yukon School Councils, Boards and Committees (AYSCBC) with the Constitution and Bylaws being passed by resolution. Amendments have been made to the Constitution and Bylaws and several policies have been adopted.

### MANDATE

Through its activities, the Association provides services and supports to its members. The focus is on working collaboratively for high quality public education and promoting the value of locally elected School Councils, Boards and Committees.

The objectives of the Association include:

- To undertake and / or coordinate project initiatives identified as being of a common priority by its membership and disseminate any resulting information.
- To ensure access to training programs on behalf of its members.
- To ensure effective communication between the Association, its members and external contacts.
- To provide expert advice to its members.

AYSCBC represents membership, when given the direction and responsibility to do so by its members, on matters affecting public education in the Yukon.

### COMPOSITION

In accordance with the Bylaws, there are to be up to seven members on the Executive, and where possible, three are to be from the rural communities, three from within Whitehorse periphery and one is open to the Yukon at large.



# ASSOCIATION OF YUKON SCHOOL COUNCILS, BOARDS & COMMITTEES

## **TERM OF OFFICE**

The term of office is three years. At the 2016 Annual General Meeting held during the Spring School Councils' Conference, the current Executive Members were established. As per 3.9 in the Association By-laws, vacancies may be filled through by-election or by appointment.

## **RESPONSIBILITIES/EXPECTATIONS**

The work of an Executive Member requires a commitment of time and energy, some knowledge of public education and parental involvement, and the ability to work together with others.

It is expected that Executive Members will:

- have a genuine commitment to striving for high quality public education for all children;
- participate in Executive meetings, discussions and decision-making;
- be familiar with the Constitution, Bylaws and all policies governing the Association;
- abide by the Code of Conduct and the Conflict of Interest guidelines of the Association;
- carry out all responsibilities in good faith and in the best interests of the Association and its members.

## **ROLES**

The Executive of the Association includes the following positions:

### **-Chair**

The chair presides over all meetings of the Association and of the Executive.

The chair is the chief executive officer of the Association. He or she signs all instruments that require an Association signature, performs all duties incidental to the chair position and has other powers and duties that may from time to time be assigned to him or her by the Association.

### **-Vice-Chair**

The vice-chair carries out the duties of the chair during the chair's absence.

### **-Secretary**

The secretary ensures that notices of meetings of the Association and the Executive are circulated and that minutes of all meetings of the Association and Executive are recorded. The secretary also ensures that records and documents of the Association are provided the proper care and custody.

### **-Treasurer**

The treasurer keeps financial records and books of account for all Association business, ensures appropriate financial controls are in place and exercised in the handling of the financial affairs of the Association, and provides financial statements to the Executive, Association Members and others as may be required from time to time.

### **-Members at large**

The remaining members of the Executive are considered to be members at large and may have duties and powers assigned to them from time to time.

## **MEETINGS**

Executive Meetings are held at least quarterly and more frequently as needed. These may be conducted via teleconference when it is impractical for any or all Executive Members to meet in person.

Individual Executive Members may also be involved in meetings on particular issues with members and/or other stakeholders on occasion.