



Budget Committee Terms of Reference

Purpose:

To assist the Board in fulfilling their fiduciary responsibilities in the development and oversight of the annual divisional budget.

Membership:

- a) All trustees, with Board Chair to serve as Committee Chair
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Director of Finance
- e) Education Centre staff as required

Authority:

The Budget Committee is delegated the authority to:

- a) Recommend annual Board budget priorities to the Board for consideration
- b) Recommend annual school fee parameters to the Board for consideration
- c) Provide feedback to Administration on the draft annual divisional budget
- d) Provide feedback to Administration on budget updates
- e) Recommend budget adjustments to the Board as required
- f) Approve Board departmental budget adjustments

Areas of Focus:

Areas of focus include:

- a) Provide feedback on the annual budget development schedule as drafted by Administration.
- b) In line with the Board strategic plan, develop Board budget priorities for the Board's consideration.
- c) Determine the Board's department specific budget.
- d) Review the draft budget at specified times and provide direction on its' further development.
- e) Review budget updates as required.

Meetings:

As called by the Committee Chair or Superintendent of Schools. Meetings will typically follow the schedule as outlined in the annual budget development schedule.

Minutes:

The Superintendent shall designate a staff member to take minutes.

Remuneration of Trustees:

Trustees will be remunerated according to Board Policy.

Budget:

To be established during the Board's annual budget process.