

**ESCE BOARD POLICY**  
**SECTION 2: GOVERNANCE POLICIES**  
**Title: Policy Committee**

**2-1-4**

**Background**

The Board, as a governance board, will have a policy manual. Policies will need to be added, deleted and modified in a continual mode. The committee does not establish policies but does the basic preparatory work for policies to be presented to and approved by the Board.

**Mandate**

The committee will prepare for the Board all recommendations for new and revised policies. The committee will prepare background as needed which the Board can then use in its decision making process. The committee will also make recommendations for the modifications of policies, and the removal of any policies no longer needed. All policy proposals from other committees must go through this committee to ensure that proposed policies and/or changes fit within the overall policy framework and format.

**Composition and Organization**

- The committee shall be composed of two Board members and the Executive Director.
- The Principals shall be a resource to the committee and shall attend meetings as requested by the chair.
- A Board member shall chair the committee.
- Meetings shall be called by the chair -.
- The committee shall report to the Board and minutes of the committee shall be provided to the Board after each meeting.

**Duties and Responsibilities**

- Receive and review all requests for new policies from committees.
- Propose new policies as required by the Board.
- Prepare all policies in the required format, in a consistent manner.
- Review all existing policies at least once every 5 years.
- Propose removal of policies as requested by the Board.
- Understand clearly the ramifications of policies in effect and be able to support the existence of policies.
- Provide new policies, modified policies, and policies to be removed to the Board for final approval.
- Be the official custodian of the Board Policy Manual.

**Additional Information**

Complete and up to date Board Policy Manuals are given to all Board members, Executive Director, Principals , Vice-Principals, Society office and Policy Committee members..

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For appearance each policy, where appropriate, will be in the format:

- Background
- Mandate
- Composition and Organization
- Duties and Responsibilities
- Additional Information

The language used in policies will be consistent.

The Policy Committee will accept suggestions regarding policies from various sources within the system - committees, staff, society membership etc.

The Policy Committee may consult other sources to veto any proposal before it approaches the Board.