



1101 Ad Hoc Committees, Working Groups and Task Forces

Policy Type: Board Policy Manual

Applies To: Board Directors, All Staff, Students, Visitors

Approved By: LCS Board

Policy Reviewed: every 2 years

Adopted: 06 2021

Revisions:

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1. **PURPOSE:** Outside of standing Board Committees outlined in policy, the LCS Board Executive Committee and/or Head of Schools may authorize the creation of any ad hoc committees, working groups or task forces to carry out the business of the Board as it sees fit, including:
 - (a) **AD HOC COMMITTEES:** Temporary committees appointed to address a specific issue
 - (b) **WORKING GROUP:** Temporary steering committee or group representing a broad range of diverse stakeholders for the purpose of consultation and feedback on Board initiatives and/or governance policies; typically a sub-committee appointed to advise a Board standing committee
 - (c) **TASK FORCE:** Temporary committee primarily consisting of members with specific expertise to guide a Board decision or delegated responsibility to provide leadership to accomplish a specific task

 2. Any ad hoc committee, working group, or task force of the Board will require written terms of reference outlining the scope of the delegated group. The terms of reference must at minimum include the following:
 - (a) PURPOSE OR TASK
 - (b) CHAIRPERSON
 - (c) RECORDING OF MEETINGS PROCESS
 - (d) MEMBERSHIP
 - (e) SCOPE AND LIMITATIONS
 - (f) DURATION AND TIME COMMITMENT REQUIRED OF THE GROUP
 - (g) REPORTING PROCEDURES AND PROCESS

 3. The Board Executive Committee and Head of Schools has the sole authority to dissolve, suspend, extend in duration or modify membership and scope of any ad hoc committee, working group or task force at its discretion, provided it is not in violation of any of its own policies or legislative requirements

4. The Board may delegate some authority, but not fully delegate all of its governance authority or responsibilities to any ad hoc committee, working group or task force
5. Ad hoc committees, working groups or task forces may include non-board members who have expertise or represent the range of viewpoints necessary to accomplish the goals or objectives