

CALGARY SCIENCE SCHOOL SOCIETY

Policy Title: **Roles and Responsibilities
of the Board**

Policy No. **2.03**

Legal Reference: School Act (primarily part 2, division 3 & part 3, division 2, section 60)
By-Laws of the Calgary Science School Society
Societies Act

RATIONALE: The authority of the Calgary Science School Board is derived from the province and the Board is accountable to Alberta Education. The Board of Directors is elected by members of the Calgary Science School Society at the Annual General Meeting. In keeping with the School Act, the Board is responsible for governing the school by establishing policies that direct the management of the school and hiring a Superintendent who is responsible for implementing the policies of the Charter Board and Alberta Education.

POLICY: The role of the Board is to establish policies concerning educational and associated programs and services provided to students enrolled in the Calgary Science School. The Board of Directors is responsible for the management of the business and affairs of the Society and the operation of the Calgary Science School. In the exercise of the powers and duties, the Board must comply with the Societies Act, the School Act, the By-laws and all other laws of Alberta and Canada.

PRINCIPLES:

Principles:

To meet its responsibilities, the Board will:

1. Recruit, employ and review the performance of a Superintendent;
2. Develop policies to govern the daily and ongoing operations of the school;
3. Ensure that the school is operated in accordance with the Calgary Science School Charter, the School Act and related regulations;
4. Promote open communication and represent the various stakeholders in establishing a clear sense of vision and mission and maintaining a focus on the best interests of students;
5. Ensure that the school is operated in a fiscally responsible manner;
6. Monitor the implementation of its policies, goals and plans and monitor its own performance, and

7. Promote research, innovation and exemplary teaching and leadership within the school and beyond.

Responsibilities of the Board of Directors related to the business and affairs of the Society, as outlined in Article 6 of the Calgary Science School Society By-laws, are as follows:

1. Set general policy affecting the operation of the Society and in compliance with the School Act;
2. Appoint the Officers;
3. At the Board of Directors meeting following the Annual General Meeting of the Society, with the recommendation of the Chair, appoint the chair and members of the Finance Committee, and approve the formation of other committees, prescribe their functions and limitations and appoint the members and the Chairs of the committees;
4. Establish a process to present nominations for Directors at the Annual General Meeting;
5. Approve the hiring and termination of all employees of the Society and set the salaries and other benefits and remuneration to be paid to the employees;
6. Exercise general supervision over the Officers and all employees of the Society;
7. Manage or cause to be managed, all resources and assets of the Society in a manner consistent with the objects of the Society;
8. Establish honorary positions or titles as considered desirable and make such appointments thereto and prescribe terms and conditions in connection therewith;
9. Make such rules and regulations as it deems proper provided that such rules and regulations are not inconsistent with the objects and the By-laws or the School Act;
10. Designate from time to time those persons authorized to execute documentation on behalf of the Society and to apply the seal of the Society thereto, and
11. Perform such other duties as may generally be within the province of a Board of this nature.

First Reading November 4, 2008

Adopted November 4, 2008

Amended June 22, 2010