

# SCHOOL DISTRICT NO. 48 (SEA TO SKY)

## POLICY SERIES 200 - BOARD OF EDUCATION

204  
204.8

### MEETINGS OF THE BOARD Standing Committee on Finance

In accordance with Bylaw 201.4, Section 13.1, the Board of Education, School District No. 48 (Sea to Sky), can form a committee to study, investigate or report on any matter. The Board has formed a Standing Committee on Finance.

Guidelines for the operation of the Finance Committee:

Objective: The principle objective of the Finance Committee is to make recommendations to the Board on matters within the jurisdiction of the Finance Committee including:

1. Budget development and review
2. Purchasing
3. Annual Financial Statements
4. Financial Audit
5. Other matters referred to the Committee by the Board

Composition of Committee:

3 Trustees  
Secretary-Treasurer  
Superintendent of Schools  
Other resource persons as required by the committee

Meetings:

Written notice of the Finance Committee meeting and agendas shall be available for all Trustees at least two days before the standing committee meeting date.

Preparation of the agenda for the Finance Committee shall be the responsibility of the Chairperson, in consultation with the Secretary-Treasurer. Any Trustee may attend the standing committee meeting and participate in the discussion, but only appointed Trustee members may vote on questions before the committee. All committee recommendations and minutes will be brought forward to a scheduled Board meeting, allowing time for review and preparation of the materials for the presentation. Recommendations that require immediate action will be brought forward to the next scheduled board meeting upon advisement of the Finance Committee Chairperson.

The Chairperson shall preside at all committee meetings. In the absence of the chairperson, one of the other committee trustees shall preside. The Finance Committee shall not meet when fewer than two trustee committee members are present.

A final Committee report shall be presented annually, at the Regular December Meeting.