



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Procedure n°
2012-CA-20

Selection Committees (Guidelines to be used by the Chairman of the Sir Wilfrid Laurier School Board)

Resolution n°

CC-120523-CA-0111

The role of the Chairman of any School Board is to “*guide, encourage, and lead in decision making within a School Board*”

All Selection Committees should be made up using the following protocol:

- The Chairman of the School Board has the first option to be a member.
- The Vice Chairman of the School Board has the second option to be a member.
- The Chairman of the Executive Committee has the third option to be a member.
- The Vice Chairman of the Executive Committee has the fourth option to be a member.
- The Chairman of the Concerned Department has the fifth option to be a member.
- Additional members if needed from the Elected Council of Commissioners are named by the Chairman of the Board and ratified by the Council.
- In all cases, should any member remove themselves, the Chairman of the School Board has the option of choosing any member of the Council of Commissioners he deems appropriate to act in this capacity; this choice shall be ratified by the Council.

In the following circumstances these guidelines should be used to choose the members of any selection committee in the hiring of the Directors General, and Assistant Directors General.

- The first four members continue to have the option of being a member.
- The Chairman of the Educational Services (ESD) Committee will have the fifth option of being a member.
- The committee is to be composed of the following standing committee Chairs: the Educational Resources Committee (ESD), Human Resources Committee (HR), Financial Resources Committee (FR), Information Technology Committee (IT), Material Resources Committee (MR), Adult Education & Vocational Training Committee (AEVT), School Organization and Transportation Committee, and Communications and Public Relations Committee (CPRC).
- Additional members if needed from the elected Council of Commissioners are at the discretion of the Chairman of the Board.

In all circumstances, members of Selection Committees who are NOT elected Commissioners can be named by the Chairman of the School Board and ratified by the Council.