

BOARD POLICY MANUAL

Type:	Governance Process	Approved:	January 17, 2012
Policy:	GP-18 Board Communications (External)	Revised:	February 15, 2024
		Last Reviewed:	February 15, 2024

Purpose

The purpose of this policy is to establish operational guidelines and procedures for open and effective communication between the Board of Trustees and the membership as well as the general public. Further, that communication involving the Board, the Director and/or Principal is well coordinated and effectively managed.

This policy applies to all board members.

Guidelines

1. The Board of Trustees has a duty to provide the membership with open access to information about the policies under which it governs the school.
2. All communications to the Board should receive responses that are timely, accurate, courteous and complete.
3. The membership has a right to address and be heard by the Board on matters with which the Board is familiar and for which they have responsibility.
4. The Board shall work collaboratively to ensure the coordinated delivery of information to each other and to its key employees based on the familiarity and responsibility on matters communicated by the membership as well as by the general public.
5. Generally, responsibilities for the programs and policies of the Society and the School are separated as follows:
 - (a) The Board is responsible for matters involving governance of Saskatoon Society for Christian Education, Inc. Furthermore, the Board is an avenue of appeal for Society members in concerns of administrative unfairness in the decision-making process used by the Director and/or Principal.
 - (b) The Director is responsible for matters involving finance, facilities, non-educational staff, technology and the business management of the school.
 - (c) The Principal is responsible for matters involving admissions, curriculum, students and educational staff.

6. A copy of the approved Board minutes will be maintained at the Business Office. Society members are able to review the minutes at the Business Office or the school website. On request, a copy of the minutes will be provided.
7. All media inquiries will be directed to the office of the Director.

Procedures

Communication Method

For recordkeeping purposes, communication between the Board and the membership or the general public should be in writing, with email as the preferred method. The Board's email address is board@saskatoonchristianschool.ca.

Individual Responsibilities of Board Trustees

- All board members must maintain a personal email address (currently provided by the school for board use) that is only accessible by them. This email account is to be checked at least every 4 days.
- Board members are to familiarize themselves with their obligations under the Confidentiality Agreement.
- Upon receiving a communication from a member or the general public, individual board members are expected to forward the communication within 24 hours of receipt to the Administrative Assistant assigned to the Board. Individual board members are reminded the authority to govern is held by the Board and not by individual board members.
- When addressing or responding to emails, use the To: and Cc: fields properly. If you are expecting a response or some other action from a recipient, list their address in the To: field. If you only wish for a recipient to get a copy of the email (for their information only), use the CC: field.