

**ZONE 2/3**  
**BYLAWS**  
**EXECUTIVE ROLES & RESPONSIBILITIES**  
**POLICIES & PROCEDURES**

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Revised October 2017

*Previous Revisions:*

*October 2016*

*October 2014*

*October 2013*

*October 2010*

*September 2009*

*November 2008*



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# **ASBA Bylaw Excerpts – Part 1**

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Current as at July 2015

**Zone 2/3 shall be governed by Bylaws A1 to A8 inclusive contained within Schedule A of the Alberta School Boards Association Bylaws.**

**SCHEDULE A: FORMING BYLAWS FOR ZONES 1, 2/3, 4, 5 AND 6**

(As referred to in Bylaw 15.3)

**Bylaw A1 – Membership**

- A1.1 Membership in Zones shall be determined by Bylaw 15 of the Alberta School Boards Association.

**Bylaw A2 – Finance**

- A2.1 Each Zone may set membership fees and vary same from time to time; the same to be in such sum as is necessary to cover operating expenses and such projects as may be undertaken by the Zone.

**Bylaw A3 – Meetings**

- A3.1 Each Zone shall hold an annual meeting:
- a. During a 30-day period preceding the Fall General Meeting of the Alberta School Boards Association, such period ending eight clear days prior to the opening date of the Fall General Meeting;
  - b. In case of exceptional circumstances, the Executive Committee of the Board of Directors may arrange with a Zone to hold its annual meeting on a date falling outside the 30-day period.
- A3.2 Zones shall hold a meeting during the 30-day period immediately preceding the relevant General Meeting to elect the Zone Director(s) to the Board of Directors in accordance with Bylaw 5.2.
- A3.3 Other meetings of the Zones may be held in accordance with provisions hereinafter set out in Bylaw A7.
- A3.4 Any Trustee of a member board of the Zone may attend the annual or other meeting of the Zone and take part in the business of the meeting.

**Bylaw A4 – Voting**

- A4.1 Voting for the election of the Zone Director(s) and alternate(s) to the Board of Directors of the Alberta School Boards Association shall be by secret ballot on the basis of one vote per Full Member Board. The boards of the cities of Edmonton and Calgary shall be excluded from voting for Zone Directors and the Zone Director's Alternate to the Board of Directors of the Alberta School Boards Association.
- A4.2 Voting on ordinary business or motions at annual Zone meetings shall be based upon one vote per Full Member Board in attendance, unless otherwise provided for in the Zone Bylaws.
- A4.3 Voting for Zone Chair or Vice-Chair shall be by secret ballot on the basis of one vote per Full Member Board. The election for Chair shall take place before the election for Vice-Chair.

**Bylaw A5 – Alberta School Boards Association Board of Directors**

- A5.1 Each Zone shall elect its Director(s) and Alternate Director(s) to the Board of Directors of the Alberta School Boards Association at such time and for such terms as the Bylaws of the Association may provide.
- A5.2 The Alternate Director shall attend, participate and vote only when the Director is absent.

- A5.3 A Trustee elected to the Board of Directors of the Alberta School Boards Association shall be a trustee of a member board of the Zone other than the boards of the cities of Calgary and Edmonton.

#### **Bylaw A6 – Zone Executive**

- A6.1 A member of the Zone Executive shall be a trustee of a Full Member Board of the Zone.
- A6.2 The Zone Executive shall consist of:
- a. A Chair and Vice-Chair to be elected at large at an annual meeting, either annually or biennially;
  - b. One board representative to Zone to be elected annually by each board in the Zone; and
  - c. The Zone Director(s) or Alternate(s) representing the Zone.
- A6.3 The position of Zone Chair or Vice-Chair shall not be held by:
- a. The ASBA President, Vice-President, Zone or Metro Director, or alternate; or
  - b. The President or Vice-President of the Alberta Catholic School Trustees' Association (Zone 7), the Public School Boards Association of Alberta (Zone 8), and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities – Zone 9).
- A6.4 A majority of the members of the Zone Executive shall constitute a quorum.
- A6.5 Any Zone Director ceasing to be a trustee shall vacate his/her office, which shall be filled in accordance with provisions hereinafter set out in these Bylaws.
- A6.6 If the office of Chair becomes vacant, it shall be automatically filled by the Vice-Chair.
- A6.7 If a vacancy occurs among the Directors the board or boards represented may elect a new director to fill the vacancy.

#### **Bylaw A7 – Duties and Powers of the Zone Executive**

- A7.1 The business and affairs of the Zone shall be managed by and be under the direction of the Zone Executive.
- A7.2 Without limiting the generality of the foregoing, the Zone Executive shall:
- a. Appoint a Secretary-Treasurer who shall hold office until his/her successor is appointed;
  - b. Appoint such standing committees as it may deem necessary;
  - c. Appoint such delegates as may be required to represent the Zone;
  - d. Appoint, either from its own members or others, such special committees as it may from time to time deem advisable and prescribe their duties and functions;
  - e. Meet when necessary as determined by the Chair or by a majority of the members;
  - f. Forward minutes of all meetings to member boards of the Zone and to the Alberta School Boards Association;
  - g. Arrange such other meetings of the Zone as are deemed necessary to fulfill its objectives; and
  - h. Arrange to fill by election from the Zone membership a vacancy occurring during the unexpired term of office of Vice-Chair at a meeting of the Zone providing the membership of the Zone is given ten clear days notice of the intent.

#### **Bylaw A8 – Bylaws**

- A8.1 The Zone may establish such other Bylaws for the conduct of its affairs not inconsistent with the Bylaws of the Alberta School Boards Association.

## Bylaw 15 – Zones of the Association

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- 15.2 Subject to the provisions of these Bylaws, for the purpose of the formation of geographic Zones of the Association, the Province shall be divided as follows and each geographic Zone shall consist of designated Boards as follows.

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### 15.2.2 Zone 2/3

Aspen View Public School Division No. 78  
 Black Gold Regional Division No. 18  
 Buffalo Trail Public Schools Regional Division No. 28  
 East Central Alberta Catholic Separate Schools Regional Division No. 16  
 East Central Francophone Education Region No. 3  
 Edmonton Catholic Separate School District No. 7  
 Edmonton School District No. 7  
 Elk Island Catholic Separate Regional Division No. 41  
 Elk Island Public Schools Regional Division No. 14  
 Evergreen Catholic Separate Regional Division No. 2  
 Grande Yellowhead Public School Division No. 77  
 Greater North Central Francophone Education Region No. 2  
 Greater St. Albert Roman Catholic Separate School District No. 734  
 Fort McMurray Public School District No. 2833  
 Fort McMurray Roman Catholic Separate School District No. 32  
 Lakeland Roman Catholic Separate School District No. 150  
 Living Waters Catholic Regional Division No. 42  
 Lloydminster Public School Division No. 99  
 Lloydminster Roman Catholic Separate School Division No. 89  
 Northern Gateway Regional Division No. 10  
 Northern Lights School Division No. 69  
 Parkland School Division No. 70  
 Pembina Hills Regional Division No. 7  
 St. Albert Public School District No. 5565  
 St. Paul Education Regional Division No. 1  
 St. Thomas Aquinas Roman Catholic Separate Regional Division No. 38  
 Sturgeon School Division No. 24  
 Yellowknife Education District No. 1  
 Yellowknife Separate Education District No. 2

ASBA Membership Approval: June 2013



## **Zone 2/3 Bylaws – Part 2**

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Revised  
October, 2017

Zone 2/3 hereby establishes the following bylaws which are not inconsistent with the Bylaws of the Alberta School Boards Association (ASBA).

### **1. Process for Bylaw Amendments, Additions and/or Deletions**

- 1.1 Proposed amendments, additions and/or deletions to any Bylaw and/or role descriptions shall be voted upon at the Zone Annual General Meeting.
- 1.2 Proposed changes should be consistent with the beliefs and needs of the Zone.
- 1.3 Proposed changes shall be submitted to the Zone Secretary by September 15th prior to the Annual General Meeting.
- 1.4 The Zone Executive Committee shall assess each Bylaw position/role description to determine if same shall be placed on the agenda for consideration at the Annual General Meeting.
- 1.5 Proposed bylaw changes are sent to board reps 30 days prior to the annual general meeting.
- 1.6 The Zone Executive Committee shall conduct a review of the Zone 2/3 Bylaws annually prior to September 1..
- 1.7 In an emergent situation, the Zone Executive Committee shall have authority to amend, add or delete any Bylaw or role description for a temporary period and report such action at the next General Meeting, where at least 15 days notice has been provided to the membership, at which time the amendment, addition or deletion will be voted upon.
- 1.8 Voting shall be by secret ballot on the basis of one vote per member Board at the Annual General Meeting.

Zone Approval: November 2008

Updated: October 2010, October 2013, October 2014, October 2017

### **2. Zone Executive**

- 2.1 The Zone 2/3 Executive shall consist of:
  - Chair
  - Vice-Chair
  - Board Representatives, one trustee from each member board
  - Two ASBA Zone Directors or Alternates

### **3. Zone Executive Committee**

- 3.1 The Zone 2/3 Executive Committee shall consist of:
  - Chair
  - Vice-Chair
  - Two ASBA Zone Directors or Alternates
  - Secretary (ex-officio, with no voting privileges)
- 3.2 Roles and responsibilities of the Zone Executive Committee are identified in Part 3 herein.

Zone Approval: November 2008

Updated: October 2014

#### **4. Remuneration**

- 4.1 This bylaw is applicable to the following positions and committees: Chair, Vice-Chair, Zone Directors or Alternates, Secretary, Comprehensive School Health Representative, Zone Language Rep, Advocacy Committee and Edwin Parr Committee.
- 4.2 Per Diem, travel allowances, meals and other related expenses shall be paid to the Chair, Vice-Chair, Zone Directors or Alternates, and Secretary for attendance at Zone 2/3 General, Annual General Meetings, and Executive Committee Meetings and at any other time when representing Zone 2/3 in the capacity and function of their positions, unless such costs are borne by another authority.
- 4.3 The Comprehensive School Health Representative shall be paid for per diem, travel allowances, meals and other related expenses for attendance at Comprehensive School Meetings.
- 4.4 Members of the Advocacy Committee shall be paid for per diem, travel allowances, meals and other related expenses for attendance at Advocacy Committee meetings and the Annual MLA Presentation.
- 4.5 Members of the Edwin Parr Committee shall be paid for per diem, travel allowances, meals and other related expenses for attendance at Edwin Parr Committee meetings and the Edwin Parr Awards Presentation.
- 4.6 Members of the Zone Language Rep Committee shall be paid for per diem, travel allowances, meals and other related expenses for attendance at Committee meetings.
- 4.7 Conference calls/video: payment up to 1 hour \$25, up to 1.5 hours \$37.50, up to 2 hours \$50. *It is not anticipated conference calls will be in excess of 2 hours. If over 2 hours, compensation will be paid at a rate of \$12.50/half hour. If over three hours, will be paid half day per diem.*
- 4.8 All rates for per diem, travel allowances, meals and other related expenses shall be identified in an Appendix to the annual Budget.
- 4.9 Mileage can be claimed from a trustee's home to and from a meeting site.
- 4.10 No claims shall be made to Zone 2/3 if costs are borne by another authority.
- 4.11 See roles and responsibility document part 3 regarding remuneration for non-zone committee members.

Zone Approval: November 2008

Updated: October 2014, October 2016, October 2017

#### **5. Remuneration – Ad Hoc Committees**

- 5.1 The Executive Committee may recommend to the Zone General Meeting the establishment of Ad Hoc Committees at any time during the year.

- 5.2 The Ad Hoc Committee will be established for a time certain with a specified mandate and terms of reference.
- 5.3 Each member of an Ad Hoc Committee shall be reimbursed for per diems, travel allowance and other expenses associated with the process at the rates identified in an Appendix to the annual Budget.

Zone Approval: November 2008  
Updated: October 2016, October 2017

## 6. **Zone Meetings**

- 6.1 One Annual General Meeting and seven General Meetings will be held each year with an option of a June General Meeting to be determined at the April or May General Meeting by vote of Board Representatives:
- September: General Meeting
  - October: Annual General Meeting will be held within a 30 day period preceding the ASBA Fall General Meeting (FGM)
  - November/December: Within a fourteen day period following the ASBA FGM
  - January: General Meeting
  - February: General Meeting
  - March: General Meeting
  - April: General Meeting
  - May: General Meeting
  - June: General Meeting – To be confirmed at the April or May General Meeting
- 6.2 The Quorum of the Zone is fifty percent (50%) of the Zone member boards excluding Lloydminster Public School Division, Lloydminster RCSSD No. 89, Yellowknife Catholic Schools, and Yellowknife Education District No. 1.
- 6.3 The Zone Executive, Trustees and Administration of a member board of the Zone may attend the General, Annual General Meeting or other meetings of the Zone and take part in the business of the meeting.

Zone Approval: November 2008  
Updated: October 2013, October 2014

## 7. **Rules of Order**

- 7.1 When procedural questions arise that are not addressed in the ASBA's Bylaws or in the Zone 2/3 Bylaws, Robert's Rules of Order shall prevail.

Zone Approval: November 2008

## **8. Voting**

- 8.1 Eligibility to vote at the Zone Annual General Meeting or at a General Meeting is set out in Bylaws A3 and A4 in Schedule A of the ASBA Bylaws.
- 8.2 Voting for the Advocacy, Edwin Parr, Comprehensive School Health Representative and Sub Committees shall follow the method of voting for Chair and Vice-Chair as in accordance with Bylaw A4 in Schedule A of the ASBA Bylaws.
- 8.3 A simple majority is fifty-one percent (51%) or more of the votes cast.
- 8.4 The Chair, Vice-Chair and two directors do not hold board representative voting privileges. If the Board Rep or Alternate is not present from an executive member's Board, the executive committee member would be eligible to vote in their stead.

Zone Approval: November 2008

Updated: October 2014, October 2017

## **9. Canadian School Boards Association Congress**

- 9.1 Attendance at the Canadian School Boards Association (CSBA) Congress by the Chair or Vice-Chair shall be determined annually during budget deliberations. All rates for per diem, travel allowances, meals and other related expenses shall be identified in an Appendix to the annual Budget.
- 9.2 When Zone 2/3 sends the Chair or Vice-Chair to a CSBA Congress, the Zone shall pay the following:
- ♦ Per diem for travel time, business meeting and conference sessions – maximum eight hours per day;
  - ♦ Congress Registration Fee (receipt required);
  - ♦ One (1) economy return airfare (receipt required) or equivalent travel;
  - ♦ Accommodation (receipts required), meal allocation and other expenses incurred for the duration of the conference shall be identified in an Appendix to the annual Budget.
- 9.3 If Chair or Vice-Chair attend, a report shall be provided at the September general Zone meeting.

Zone Approval: November 2008

Updated: October 2014, October 2017

## **10. Operational Year**

- 10.1 The Zone 2/3 operational year shall be September 1st to August 31st each year.

Zone Approval: November 2008

## **11. Budget**

- 11.1 Prior to the Annual General Meeting of Zone 2/3, the Zone Executive Committee shall prepare a Budget draft for submission to the Zone Executive at a General Meeting. The Budget presented shall set out the Membership Fees to be charged, all revenue and the line items for expenses. Establishment of any Honoraria is to be indicated in the Budget or Appendix to the Budget. Rates for Honoraria, Per Diem, Travel Allowances and daily allocation for meals shall be set out in the Appendix to the Budget.
- 11.2 Membership Fees are due and payable by January 31st of the current year. If fees are not paid by the due date, a penalty will be assessed which will be determined by the Zone Executive Committee.
- 11.3 Adoption of the Zone Budget shall be at the Annual General Meeting by a simple majority of those present, with one vote per Board.

Zone Approval: November 2008

Updated: October 2013, October 2016, October 2017

## **12. Banking**

- 12.1 The Treasurer shall use the banking institution of his/her School Board or association (Banker Board) in consultation with the Zone Executive Committee.
- 12.2 Banking procedures shall reflect sound investment practices to maximize interest income.
- 12.3 The signing authorities on any Zone 2/3 Account shall be two approved signing authorities authorized by the Chair and Vice-Chair of Zone 2/3. All accounts shall require two signatures for cheques.
- 12.4 All vouchers (per diem expense forms) payable must have approval of the Zone Chair or Vice-Chair and Secretary prior to forwarding to the Treasurer for payment.

Zone Approval: November 2008

Updated: October 2014, October 2017

## **13. Financial Reporting**

- 13.1 A financial report shall be presented for information at minimum twice per year.

Zone Approval: November 2008

Updated: October 2014, October 2017

## **14. Audit/Auditor**

- 14.1 The ASBA Zone 2/3 financial records will be audited annually as required by legislation. The Zone 2/3 Executive Committee shall appoint the auditor.
- 14.2 The audited financial statements shall be presented to the Zone membership by November 30th of each year.

Zone Approval: November 2008

Updated: October 2013, October 2014

**15. Records**

- 15.1 The Secretary and Treasurer of the Zone shall keep an official record of all minutes and financial transactions. These records are the property of the Zone.
- 15.2 All Zone records and files shall be kept for seven years. Official minutes, which include the budget and audited financial statements, shall be kept indefinitely.
- 15.3 Mode of archiving records must be reviewed every two years and updated as necessary.

Zone Approval: November 2008

Updated: October 2014

## **Zone 2/3 Executive Roles & Responsibilities – Part 3**

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Revised October 2017



Elections for the following positions will occur at Annual General Meetings:

- ♦ Zone Chair
- ♦ Zone Vice-Chair
- ♦ Edwin Parr Committee
- ♦ Advocacy Committee
- ♦ Directors and Alternates
- ♦ Comprehensive School Health Representative

Elections for vacancies in the above, as well as for other Zone Committee Representatives will occur as required.

## **Zone Chair**

### **Background**

Member Boards of Zone 2/3 of the Alberta School Boards Association shall elect a member to act as Chair of that Zone, in accordance with ASBA Bylaws, Schedule A, Bylaw A6(2).

### **Reporting Accountability**

As a representative of the Zone members, elected-at-large, the Chair is responsible to Zone member boards.

### **Term of Position**

The Zone Chair shall be elected for a term of two years and shall be eligible for re-election for one additional successive term of two years. The same person may be elected for more than two terms provided the terms are not successive. The newly elected Chair shall assume the office immediately following adjournment of the Zone Annual General Meeting.

In the event the Chair retires, resigns or is disqualified from being a Trustee, the Chair position becomes vacant and shall be automatically filled by the Vice-Chair.

### **Primary Function**

Is a key member of the Zone Executive Committee. Is responsible to the member boards and for the smooth functioning of Zone business.

### **Performance Responsibilities**

1. Chair all Executive Committee, General and Annual General Meetings of the Zone and is Ex-Officio of all committees.
2. Bring timely requests and suggestions from trustees or member boards for discussion and/or action.
3. Participate in the planning process of the Zone so as to reflect membership wishes and financial capabilities of the Zone.

4. Encourage active participation by all board members in the Zone and the provincial organization.
5. Conduct the voting in accordance with ASBA Bylaws.
6. At Zone General and Annual General meetings:
  - ♦ Encourage input from members present to ensure all relevant points are discussed
  - ♦ Guide the progress of meeting(s) according to the agenda(s) in a manner that facilitates meaningful participation for member boards
  - ♦ Work with the Zone Executive Committee in setting up agendas based on direction from member boards
7. Provide written reports to the Zone General Meetings and Annual General Meetings.
8. Be responsible for all correspondence pertaining to:
  - ♦ Zone Activities
  - ♦ Annual MLA Function
  - ♦ Edwin Parr Awards
  - ♦ Zone Appreciation Awards
9. Ensure relevant information sharing and/or presentations.
10. Address any other Zone business that may arise.
11. Attend ASBA Zone Chair meetings.
12. Participate in preparation of a preliminary annual budget.
13. Follow up unpaid Zone 2/3 fees.

Zone Approval: November 2008  
Updated: October 2013, October 2014

## **Zone Vice-Chair**

### **Background**

Member Boards of Zone 2/3 of the Alberta School Boards Association shall elect a member to act as Vice-Chair of that Zone, in accordance with ASBA Bylaws, Schedule A, Bylaw A6(2).

### **Reporting Accountability**

As a representative of the Zone members, elected-at-large, the Vice-Chair is responsible to Zone member boards.

### **Term of Position**

The Zone Vice-Chair shall be elected for a term of two years and shall be eligible for re-election for one additional successive term of two years. The same person may be elected for more than two terms provided the terms are not successive. The newly elected Vice-Chair shall assume the office immediately following adjournment of the Zone Annual General Meeting.

In the event the Vice Chair fills the Chair vacancy, refer to ASBA Bylaw A7.2(h).

In the event the Vice-Chair retires, resigns or is disqualified from being a Trustee, the Vice-Chair position becomes vacant, refer to ASBA Bylaw A7.2(h).

### **Primary Function**

Is a key member of the Zone Executive Committee.  
Provide support and assistance to the Chair and Zone.

### **Performance Responsibilities**

1. Support the Chair as required.
2. Assume position of Chair in absence or vacancy of Chair.
3. Participate in the operational and professional development business of the Zone, and Chair the professional development portion of Zone meetings.
4. Act as Edwin Parr Committee Chair.
5. Attend to responsibilities as directed by the Chair.
6. Ensure planned expenses and report of actuals for Edwin Parr are submitted in a timely manner.
7. Participate in preparation of a preliminary annual budget.

Zone Approval: November 2008  
Updated: October 2013, October 2014

## Board Representative to Zone

### **Background**

Member Boards of Zone 2/3 of the Alberta School Boards Association shall elect a member to act as a Board Representative of that Zone, in accordance with ASBA Bylaws, Schedule A, Bylaw A6(2).

### **Reporting Accountability**

As a representative of a school board, the Board Representative is empowered to be a decision-maker but is held accountable to his/her respective board.

### **Term of Position**

The Board Representative is elected by each member board at their organizational meeting annually.

### **Primary Function**

Is a key communicator between the Zone and the board represented.

### **Expectations**

1. Attend all General Meetings and the October AGM of the Zone *or* send an alternate
2. Bring timely requests & suggestions from trustees of your Board for discussion and/or action
3. Participate in the planning process of the Zone to reflect membership wishes & financial capacity of the Zone

Zone Approval: October 2014

4. At the Zone AGM:
  - Nominate, Run, Vote for Zone Executive Committee Members/Reps
  - Discuss and vote on Zone budgets proposals
  - Discuss and vote on Zone Bylaws amendment proposals
5. Act as a liaison between your Board and the Zone Director's to ASBA, reflecting your Board's point of view
6. Communicate Zone requests, concerns and decisions to your Board and request their input
7. Encourage active participation by all Board members in the Zone and the provincial organization

Zone Approval: November 2008

Updated: October 2013, October 2014

## Secretary

### **Background**

In accordance with ASBA Bylaws, Schedule A, Bylaw A7(2)(a), each Zone Executive appoints a Secretary-Treasurer at a General Meeting, upon the recommendation of the Zone 2/3 Executive Committee. (Note: for Zone 2/3 there are separate positions for Secretary and Treasurer)

### **Reporting Accountability**

To the Zone 2/3 Executive Committee.

### **Term of Position**

Until a successor is appointed.

Updated: September 2009, October 2014

### **Performance Responsibilities**

1. Prepare, in consultation with the Zone Executive Committee, and distribute agendas of meetings. Confirm locations of meetings.
2. Prepare a record of the proceedings of meetings, which shall include:
  - Attendance
  - Consensus reached
  - Decisions made
  - Actions taken
3. Share all correspondence received with the Zone Executive Committee.
4. Attend all General, Annual General Meeting, Committee, and Zone Executive Committee meetings.
5. Prepare and submit minutes of the General and Annual General Meetings to Zone Executive and ASBA.
6. Act as liaison with ASBA staff as necessary.
7. Arrange and negotiate with appropriate venues for meeting rooms, meals and equipment when necessary.
8. Be familiar with ASBA and Zone 2/3 Bylaws and practices.
9. Any other duties assigned by the Chair.
10. Participate in preparation of a preliminary annual budget.
11. Manage expense forms and submit for payment.
  - 11.1 Ensure timely completion of per diem and expense forms (vouchers);
  - 11.2 Record and track per diem and expense forms (vouchers).

Zone Approval: November 2008

Updated: October 2013, October 2014

## Treasurer

### **Background**

In accordance with ASBA Bylaws, Schedule A, Bylaw A7(2)(a), each Zone Executive appoints a Secretary-Treasurer at a General Meeting, upon the recommendation of the Zone 2/3 Executive Committee. (Note: for Zone 2/3 there are separate positions for Secretary and Treasurer)

### **Reporting Accountability**

To the Zone 2/3 Executive Committee.

### **Term of Position**

Until a successor is appointed.

### **Performance Responsibilities**

1. Prepare a preliminary budget and keep the Zone Executive informed as to budget status throughout the year.
2. Prepare budget and financial statements.
3. Keep an accurate record of all revenue received and expenses incurred.
4. Invoice and receive membership fees.

Zone Approval: October 2014

## **Project Coordinator**

### **Background**

This role evolved over a number of years. Events associated with the Advocacy and Edwin Parr committees' work (MLA functions, Conversation Cafés and Banquets) each required 20 to 40 hours of time in planning and co-ordination. Over time the Secretary-Treasurer had taken on this time consuming work as part of the Secretary-Treasurer role. In January 2013 the Zone 2/3 Executive Committee, with the Zone 2/3 membership approval, created a separate contracted position for the event planning work. Therefore in February 2013 the position of a Project Coordinator was created to handle event planning work for Zone events. The change was budget neutral and the first Project Coordinator was contracted effective September 2013.

### **Reporting Accountability**

To the Zone 2/3 Executive Committee.

### **Term of Position**

Until a successor is appointed.

### **Performance Responsibilities**

#### 1. Event – Edwin Parr Awards

Work with the Edwin Parr Committee to:

- 1.1 Identify and book venue.
- 1.2 Choose and secure menu.
- 1.3 Establish and book/secure equipment needs.
- 1.4 Prepare nominee award certificates.
- 1.5 Order winner awards.
- 1.6 Prepare and produce program.
- 1.7 Attend Committee meetings when requested (in person or via Skype/conference call).
- 1.8 Prepare and process ticket orders.
- 1.9 Prepare special guest invitations.
- 1.10 Track all RSVP's.
- 1.11 Prepare table assignments.
- 1.12 Attend the Awards Event.

#### 2. Event – Advocacy Committee Function

Work with the Advocacy Committee to:

- 2.1 Identify and book venue.
- 2.2 Choose and secure menu.
- 2.3 Establish and book/secure equipment needs.

- 2.4 Prepare and produce itinerary.
  - 2.5 Name tags – blank cards and lanyards
  - 2.6 Attend required Committee meetings (in person or via Skype/conference call).
  - 2.7 Prepare and process ticket orders
  - 2.8 Prepare Trustee and MLA (or other guests as required) invitations.
  - 2.9 Track all RSVP's.
  - 2.10 Attend the Advocacy event.
3. Budgets
- 3.1 Arrange for any event billings to be sent to the Zone 2/3 Secretary/Treasurer.
  - 3.2 Be aware of and track Committee budget and report costs to the Committee Chair.

Zone Approval: October 2013



## **Zone Directors/Alternates**

### **Background**

In accordance with ASBA Bylaw 5, and Schedule A Bylaws A4, A5 and A6, the ASBA Zone Directors to the Board of Directors and Alternate for Zone 2/3 shall be elected by secret ballot on the basis of one vote per Member Board at the Annual General Meeting. The election shall be held during the 30-day period immediately preceding the ASBA Fall General Meeting. Zone Directors/Alternates are also subject to ASBA GP-5 Roles & Responsibilities of the Board of Directors.

### **Reporting Accountability**

As a representative of Zone 2/3, the Zone Directors, or alternates in the absence of the Zone Directors, reports to the Zone member boards and the ASBA Board of Directors. While the Zone Director should take any Zone views into consideration, a Zone cannot fetter the Zone Director's discretion or dictate how its Zone Director is to vote on ASBA Board matters. The Director has a duty to vote in the best interests of the Association as a whole in light of the provisions of the ASBA Act, ASBA bylaws, ASBA policies and his or her fiduciary duty at common law to act in the best interests of the ASBA.

### **Term of Position**

The positions of Zone Directors and Alternates shall be elected for a term of two years and shall be eligible for re-election for one additional successive term of two years. The same person may be elected for more than two terms provided the terms are not successive. As per ASBA Bylaws 5 and A5 as follows:

- Director 1 and alternate: November in odd-numbered years
- Director 2 and alternate: November in even-numbered years

In the event the Zone Director or Alternate retires, resigns or is disqualified from being a Trustee, the Zone Director or Alternate position becomes vacant.

If a vacancy occurs before the completion of the two (2) year term, the alternate shall fill the vacant position for the time remaining in the term. A by-election would be held for another alternate.

### **Primary Function**

Key communicator between the Zone and the ASBA Board of Directors.

Empowered to be decision-makers at the ASBA Board of Directors with respect to the Zone.

**Performance Responsibilities**

1. Attend ASBA Board of Directors Meetings.
2. Attend Zone 2/3 General, Annual General Meeting, Executive Committee and Advocacy Committee Meetings.
3. Report all Zone 2/3 concerns and issues to the ASBA Board of Directors.
4. Acts as the communication link between the Zone and the ASBA Board of Directors.

Zone Approval: November 2008

Updated: October 2013, October 2014

## **Edwin Parr Selection Committee**

### **Background**

Member Boards of Zone 2/3 of the Alberta School Boards Association shall elect an Edwin Parr Selection Committee of the Zone for the purposes of selecting two Edwin Parr Award winners annually. Voting shall be by secret ballot on the basis of one vote per member board.

### **Composition**

The Committee shall consist of:

1. Three Trustees at large.
2. One Superintendent Representative (can be a Superintendent, Deputy or Associate Superintendent), selected by Zone 2/3 College of Alberta School Superintendents (CASS) following the election of the Trustees on the Edwin Parr Committee.
3. The Zone Vice-Chair.

Each member of the committee must represent a different Board.

Should one or more committee members be unable to fulfill their duties, an alternate selected by the Zone Executive shall assume the role.

### **Reporting Accountability**

To the Zone 2/3 Executive Committee.

### **Term of Position**

The three Trustees elected at large to the Edwin Parr Committee shall be elected for a term of one year. The three Trustees at large may not be elected for more than one year within a four year election term cycle. The newly elected committee shall assume the office immediately following adjournment of the Zone Annual General Meeting.

In the event that a Trustee at Large representative retires, resigns or is disqualified from being a Trustee, the Trustee at Large position becomes vacant. A by-election would be held if needed.

In the event that the Superintendent Representative is no longer employed or contracted as a Superintendent, Deputy or Associate Superintendent in Zone 2/3, the Superintendent Representative position becomes vacant. A new Superintendent Representative would be selected if needed, with the assistance of CASS.

### **Primary Function**

Selection of Edwin Parr Award recipients.

**Performance Responsibilities**

1. The Zone Vice-chair shall act as Committee Chair.
2. The Committee Chair shall contact the Zone 2/3 CASS following the AGM to have the selection of the Superintendent placed on the November/December CASS Zone 2/3 meeting agenda.
3. The Committee shall select two Edwin Parr Award Winners from Zone 2/3 annually in accordance with ASBA Guidelines and Selection Criteria.
4. Interview nominees.
5. Duties as identified in Edwin Parr Selection Committee Manual and work plan (Appendix B).

Zone Approval: November 2008

Updated: October 2013, October 2014, October 2017

## **Zone Advocacy Committee**

### **Background**

Member Boards of Zone 2/3 of the Alberta School Boards Association shall elect an Advocacy Committee of the Zone. Voting shall be by secret ballot on the basis of one vote per member board.

### **Composition**

Choose the Advocacy Committee in May or June in non-election years.

The Committee shall consist of:

1. Four Trustees at large.
2. Zone Chair as an ex-officio member.

. Both Zone Directors will be available to assist the committee with ASBA related research. Two members will rotate out of the committee annually. The committee shall annually elect a committee Chair. Each at large member of the committee must represent a different board. Should one or more committee members be unable to fulfill their duties, an alternate, selected by the Zone Executive Committee, shall assume the role. Committee member skills that will be useful or that can be developed while on the Advocacy Committee are listed on attachment a)

### **Reporting Accountability**

To the Zone 2/3 Executive Committee.

### **Term of Position**

The four Trustees at Large elected to the Zone Advocacy Committee shall be elected for a term of two years and shall be eligible for re-election for one additional successive term of two years. The same person may be elected for more than two terms provided the terms are not successive. The newly elected committee shall assume the office immediately following adjournment of the Zone Annual General Meeting.

In the event that a Trustee at Large representative retires, resigns or is disqualified from being a Trustee, the Trustee at Large position becomes vacant. If the committee determines a replacement is necessary a by-election would be held..

### **Primary Function**

Establish priority issues, which are the primary focus of Zone 2/3 advocacy/lobbying activities. Consult with ASBA through the Zone Directors to ensure advocacy issues are compliant with current ASBA policies.

## Performance Responsibilities

1. Develop and carry out specific lobbying, marketing and communication plans in conjunction with the Zone Members to support the priorities of the Member Boards as required and approved by the membership.
2. Pursue emergent issues as directed by Zone Executive.
3. Use conference calls/video and Zone meetings when possible for committee meetings.
4. Year round advocacy is recommended.
5. Provide Board Reps training:
  - How to advocate, how to support the work of the Advocacy Committee.
6. Use generative discussions to educate/flush out thinking on Advocacy topics.
7. Compile material for generative discussions
8. Develop surveys as necessary
9. Consider an annual Zone Newsletter to MLA's
10. Debrief after MLA events or advocacy campaigns
  - Share conversations or reactions
11. Record cost for each event or campaign separately
12. Refer to the Advocacy Committee Manual and work plan (Appendix C).

## Advocacy Topics

Request will be made annually in September (October in an election year) for Advocacy topics. They should be specific in nature and should be accompanied by the name of the requesting Board Rep/Board. Board Reps only – one vote per Board, may vote for the advocacy topic. The Advocacy Committee shall work with the results of this vote to create Advocacy opportunities for the year. The Committee should be nimble and address important new advocacy issues if they arise mid-term. ***Ensure that all points of view are covered in advocacy material and presentations i.e. rural, urban, metro and rural.***

## Developing an Advocacy Plan

These documents will guide the advocacy teams' work:

[Advocacy Primer](#) (PDF–340K)

[Advocacy plan template](#) (PDF–70K)

- Use the ASBA planning guide
- Research your audience
- Frame the problem(s)
- Choose material & methods of delivery – look for many different ways to frame and deliver your message.
- Identify partners:
  - ASCA support
  - School Councils, Municipal partners, Other Zones

- Include ways to attract supporters:
  - *Chambers of Commerce, municipal leaders, service clubs, parents, school councils, community members*
- Consider education (PD) for Trustees
  - *Key messages and conversation starters*
- Include related social media material and campaigns
- Access media attention i.e. Journal Editorial Board – so we get media attention to our issues.
- Access MLA’s support staff who can help determine dates for MLA events

### **Advocacy material**

Create and share Key Messages, speaking notes, brochures, letters for letter writing campaigns, social media campaign material, panel events etc.

Share resources developed with other Zones

- Share the basics and let Zones make it their own.

### Library for material:

- Create a physical and an on-line (saved to a data stick)
- Power points, brochures, booklets, discussion questions, researched material etc.)
- Divide this material by Advocacy topic
- Ensure date of material is assigned to each piece

### **Social Media**

MLA’s more likely to pay attention to twitter. *Perhaps school council members too.*

- Use Social Media to help you deliver your message.
- Create and share suggested tweets and relevant hash-tags that people can use to help you deliver your message
- Tweet out advocacy events.
  - Short and crisp tweets
  - Work with ASBA personnel to develop
- Involve others - share tweets
- Post Advocacy related Professional Development items to the Zone Facebook page.
  - Short and to the point
  - Reference where the professional development material can be found
  - Post the advocacy committees Professional Development plans. This will enable board representatives to be prepared for advocacy discussions.

### **MLA Events**

This is a tool that the Committee may choose to use for Zone 2/3 advocacy. When possible the Committee may invite MLA’s to a Zone meeting for discussion of advocacy topic(s). Use the four-year provincial election cycle to guide committee activities as follows:

<b>Year</b>	<b>How</b>	<b>What</b>
Year of election	Allow ASBA to take lead through Meet and Greets, Issues Forums etc.  Create material for Zone 2/3 Boards to use when meeting with MLA's	Educate new MLA's on current school issues, role of trustees.
Year two of government mandate	Host a Zone 2/3 MLA event	Research and present material for trustees and MLA's on the Advocacy topic for that year.
Year three of government mandate	Host a Zone 2/3 celebrate our partnership event.	Highlight good news stories and speak to the importance of locally elected trustees.
Last year of government mandate	Host candidate forums.	Ask questions/create discussion material on the advocacy issues and importance of locally elected trustees. Meant to educate and advocate.

#### Advocacy list of committee member skills

The following skills will be helpful or can be developed while working on this committee:

- Optimum skill set within the committee would include:
  - Knowledge of Social Media
  - Public speaking
  - Research skills
  - Computer literate (develop power points)
  - Creativity
  - Publishing

#### **Zone willing to provide training**

Zone Approval: November 28, 2008

Updated: October 2013, October 2014, October 2017



## Comprehensive School Health Representative

### **Background**

Member Boards of Zone 2/3 of the Alberta School Boards Association shall elect a member to act as Comprehensive school health representative of that Zone, in accordance with ASBA Bylaws, Schedule A, Bylaw A6(2).

The Alberta Health Services Comprehensive School Health Working Group was formed in September 2011 and is led by the Alberta Health Services Healthy Children and Youth team within Healthy Living.

Since its formation, this group has been tasked with gathering an inventory of comprehensive school health education resources that are used across the province along with the review of these resources. Each resource has been carefully reviewed and evaluated against set criteria. All resources selected and posted on this webpage are evidence-based and align with the [Alberta Health Services Framework for the Comprehensive School Health Approach](http://www.albertahealthservices.ca/info/Page7648.aspx). <http://www.albertahealthservices.ca/info/Page7648.aspx>

The working group includes provincial representatives from Alberta Health Services Healthy Children and Youth; Injury Prevention; Reproductive Health; Addictions Prevention; Mental Health Promotion; Mental Health and Early Screening; Oral Health; Nutrition Services; and school health representatives from all five Alberta Health Services Zones. Additional stakeholders representing external partners include: Ever Active Schools, Alberta Healthy School Communities Wellness Fund, and APPLE Schools.

- [Alberta Partners In Comprehensive School Health](#)  
*This document summarizes the roles of each Alberta partner and how they support healthy school communities. You can also visit the links below to learn more about each organization.*

Comprehensive school health is an internationally recognized approach to supporting improvements in students' educational outcomes while addressing school health in a planned, integrated, and holistic way. Actions address four inter-related components that comprise a comprehensive school health approach:

***Social and physical environment, teaching and learning, healthy school policy, partnerships and services.*** When actions in all four components are harmonized, students are supported to realize their full potential as learners and as healthy, productive members of society.

*For more information on comprehensive school health in Canada, contact JCSH at [inquiry@jcsbcces.ca](mailto:inquiry@jcsbcces.ca), or visit [www.jcsb-cces.ca](http://www.jcsb-cces.ca).*

### **Reporting Accountability**

As a representative of the Zone 2/3 member board representative, elected-at-large, the Comprehensive school health representative is responsible to Zone member boards.

**Term of Position**

The position of the Comprehensive School Health Representative/Alternate shall be elected for a term of two years and shall be eligible for re-election for one additional successive term of two years. The same person may be elected for more than two terms provided the terms are not successive. The newly elected Comprehensive School Health Representative/Alternate shall assume the office immediately following adjournment of the Zone Annual General Meeting. In the event the Comprehensive School Health Representative retires, resigns or is disqualified from being a Trustee, the Comprehensive School Health Representative position becomes vacant and shall be automatically filled by the alternate.

**Performance Responsibilities**

1. Gather relevant input collected from member boards and ASBA regarding current practices, questions and concerns.
2. Attend all relevant Comprehensive School Health Representative meetings as directed by the Zone Executive Committee.
3. Provide a report to Zone after each Comprehensive School Health meeting. Provide this report to Zone Secretary for meeting minutes.
4. In the event the representative is unable to perform any of the above responsibilities, the representative will seek Zone 2/3 executive committee assistance in providing an alternate to assume the responsibilities.

**Expenses**

Expenses are paid by Zone 2/3. An expense report is to be submitted at the meeting directly after the Comprehensive School Health meeting.

Zone Approval: November 28, 2008

Updated: October 27, 2017

## Edmonton Regional Learning Consortium (ERLC)

### **Background**



The *Edmonton Regional Learning Consortium* (ERLC) is one of seven regional consortia in Alberta established to support regional professional development needs for all those who influence student learning. We work with schools, school authorities and our seven partner organizations to create professional development opportunities in an ongoing, coordinated and cost-effective manner.

### Their Vision:

As an advocate for quality professional development and as a service provider, ERLC works with its partners to develop, implement and assess professional development programs and comprehensive plans that support adult learning for students' sake.

Their Goals: to **facilitate** professional development which supports effective implementation of: the Alberta Education Business Plan, Jurisdiction and school education plans, Regional School Council priorities, to **facilitate** professional development which supports the effective implementation of curricula, including instruction, assessment, and student learning outcomes, to **coordinate, broker, and act** as a referral centre to assist stakeholders to identify available professional development resources, to **deliver** professional development based on the identified and emerging needs of educational stakeholders, to **promote and support** the development of professional development leadership capacity, and to **provide** educational stakeholders with access to professional development at a reasonable cost.

*They plan learning opportunities based on advice from the region they serve, most often received from advisory committee members and participant feedback from sessions. They also rely on the professional literature and provincial knowledge about effective professional development and curriculum implementation. Provincial resources that guide work include:*

- [Curriculum Implementation Beliefs](#) 
- [Guide to Comprehensive PD Planning](#) 
- [A Guide to Support Implementation: Essential Conditions](#)

### **Reporting Accountability** (Zone 2/3 elects a Trustee as an ERLC representative.)

As a representative of the Zone 2/3 member board representative, elected-at-large, the Comprehensive school health representative is responsible to Zone member boards.

### **Term of Position**

A trustee representative is elected for a term of two years and shall be eligible for re-election for one additional successive term of two years. The same person may be elected for more than two terms provided the terms are not successive. The newly elected committee shall assume the office immediately following adjournment of the Zone 2/3 Annual General Meeting.

**Performance Responsibilities**

1. Attend ERLC meetings
2. Report to Zone Board reps after each meeting
3. Forward meaningful ERLC communication to Board Reps (through the one Chair/Secretary) highlighting relevant examples for trustees.

Zone Approval: October 28, 2016

Updated: October 27, 2017

## **U of A Field Experiences Advisory Committee (FEPAC)**

### **Background**

The Faculty of Education of the University of Alberta sponsors this committee. This is an external ASBA committee filled at the Zone 2/3 level by the Zone 2/3 Executive. There is a call for interest form, attachment a) called the “Interest in External Committee Representation” form. It is sent out for interest by email, completed by interested Board Reps and sent to the Zone Chair. See the sample email attachment b).

There is a Zone 2/3 FEPAC representative and an alternate appointed every three years or as necessary.

Note: The ASBA covers expenses and honorarium. Complete and submit an ASBA expense claim directly after each FEPAC meeting.

### **Reporting Accountability**

1. Gather input from Zone Board Reps as to district needs, questions and concerns.
2. Report to Zone after each FEPAC meeting and give the report to Zone Secretary for the meeting minutes.
3. Report is then sent to the ASBA along with the ASBA expense claim.

### **Term of Position**

The term of appointment is three years and commences in June.

Terms conclude: June 30, 2020, June 30, 2023, June 30, 2026, June 30, 2029 etc.

### **Performance Responsibilities**

There are three meetings held in Edmonton per academic year that the Zone representative or their alternative are expected to attend.

The role of the committee is to advise the Undergraduate Academic Affairs Council of the Faculty of Education on policy matters relating to field experiences in teacher education programs, initiate policy proposals concerning field experiences in such programs and monitor the implementation of field experiences policies in the Faculty.

A Field Experiences Policy Advisory Committee terms of reference document (c) is attached. It also outlines the procedures, meeting information and the composition of the committee. Note there are statutory members and appointed members.

**Attachments (3)**

- a) Call for Interest form
- b) Sample email
- c) Field Experiences Policy Advisory Committee Terms of Reference document

Zone Approval: October 28, 2016

Updated: October 2017

## Zones Languages Committee

### **Background**

The ASBA Second Languages Taskforce was formed November 21, 2011 when ASBALE was folded into the ASBA operation.

*The Standing Committee would operate under the current governance structure of the ASBA with a commitment to provide effective representation and to focus on providing leadership in the area of second language acquisition for Alberta Students.*

*See attachments:*

In November 2015 the SLTF requested representation from the zones in second languages caucus for the 2015-2016 year, in order to strengthen its lines of communication and improving grassroots connections to our school boards. The mandate of the second languages taskforce was:

*To provide networking opportunities for discussing issues and best practices in language learning including English. The SLTF is responsible for developing strategies for communicating best practices in language learning and for compiling information on perceived and real barriers to successful delivery of language programs. The work of the SLTF will be communicated as part of ASBA advocacy efforts while promoting the benefits and value for students to learn a second language*

The ASBA Board of Directors disbanded this ASBA Taskforce on February 19, 2016. A verbal agreement with the then Executive Director Scott McCormack to explore proceeding with this work at a Zone level was secured.

To keep the work and mandate of this Taskforce alive, discussions were held with Zone Chairs in late February 2016 to continue to this work through Zone Language Reps at the Zone level. Zone 2/3 Chair agreed to chair this Provincial Zone Language Rep committee. The first Zone Languages Representative committee conference call was held March 3<sup>rd</sup>, 2016. Work has continued throughout 2016 and 2017.

### **Committee Mandate:**

1. Advocate at the Local, Provincial, and Federal levels regarding funding, resources, and programs.
2. Share best practices in the area of language learning with School Districts.
3. Identify areas of language learning that would best assist School Districts.
4. Promote the value of other language learning.
5. Provide Professional Development regarding language education to Trustees.
6. Report at Zone meetings and SGM

**Reporting Accountability:**

To the Zone 2/3 Executive

**Term of Position**

Two Zone Languages Representatives to be elected for a term of two years and shall be eligible for re-election for one additional successive term of two years. The same person may be elected for more than two terms provided the terms are not successive. The newly elected committee shall assume the office immediately following adjournment of the Zone 2/3 Annual General Meeting.

**Performance Responsibilities**

1. Zone Languages Representatives will meet via conference calls approximately five times each year - November, January, March, May, September – one to two hours in length - as well as face to face meetings at both the SGM and the FGM. When needed there are one or two sub committee meetings during the year.
2. Gather language issues from Zone Board Reps at Zone meetings.
3. Report to Zone three or four times a year.

**Compensation – Zone 2/3**

1. No dollars are paid for the SGM or FGM meetings.
2. A conference call fee may be paid as follows:
  - up to 1 hour - \$25.
  - 1 to 1.5 hours - \$37.50
  - 1.5 to 2 hours - \$50
  - 2 to 3 hours - \$75
  - over 3 hours - use per diem rates (\$80 half day (4hrs), \$160 full day (8hrs))

Attachments:

- a) <SLTF activities report 2011-2014.pdf>
- b) <SLC Strat Plan recommendations 2015.docx>
- c) <SLTF Letter to ASBA President.docx>
- d) <Zone Languages Representative History.docx>

Zone Approval: October 28, 2016  
Updated October 2017



## **Zone Recognition**

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### **Friends of Zone 2/3 Award**

#### **Background**

There is a strong desire within Zone 2/3 to be able to recognize and celebrate either groups or individuals who have made a special contribution to education and work we do as school boards.

We acknowledge the ASBA Friends of Education Award and support the intentions with this Provincial recognition. The proposed Friends of Zone 2/3 award is intended to focus within our geographic area and not to take away from the Provincial Award.

#### **Criteria**

Must be from within the Zone 2/3 geographic area.

Significant contribution to public education and student learning.

#### **Procedural Guidelines**

Nomination is made through a Board motion.

One nomination per Board per year.

Deadline for submissions April 30 of each year.

Selection to be made by the Zone Executive Committee.

#### **Presentation and recognition of Recipient(s)**

October at the Zone Annual General Meeting.

Zone Approval: October 2013

## **ASBA Zone Appreciation Award**

### **Background**

The Zone Appreciation Award recognizes individuals or groups who have made a significant contribution to their Zone.

### **Criteria**

The Zone Appreciation Award is open to trustees, superintendents (all levels) and secretary-treasurers. This award is presented to those who have displayed exemplary service to trusteeship at the Zone level.

Candidates will have distinguished service as a trustee, superintendent or secretary-treasurer, and will have a distinguished record of service in the field of education.

### **Procedural Guidelines**

Candidates for the Zone Appreciation Award must be nominated by three trustees. Nomination forms will be submitted to the Zone Chair for consideration. A copy of the nomination form for the successful candidate will be submitted to the ASBA offices.

No more than one Zone Appreciation Award per Zone shall be conferred in one year.

Note: See [www.asba.ab.ca](http://www.asba.ab.ca) (Awards) for deadline submission.

### **Awards Presentation**

A Zone Appreciation Award certificate bearing the logo of the Alberta School Boards Association will be presented by the Zone Chair at the Zone Annual Meeting.

Zone Approval: October 2013

## **Zone Executive Committee Recognition/Appreciation**

In the event a member of the Zone Executive Committee retires, resigns or completes their tenure, a small token of appreciation shall be presented to acknowledge their commitment and dedication to the Zone.

The value of this gift shall be calculated at \$20.00 per number of years of completed service. Any partial years shall be pro-rated.

Zone Approval: October 2013

## **Zone 2/3 Policies & Procedures, Training Materials – Part 4**

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October 2017

### **Zone 2/3 Proposed Policy Process**

Zone 2/3 may forward up to 6 proposed Association policy positions sponsored by Board or Zone to the Association.

The forwarding of a proposed policy from Zone 2/3 to the ASBA for discussion at the FGM does not necessarily mean approval or endorsement from the Zone, only that it has met the criteria and process as outlined below and warrants support to have the proposed policy brought to the floor at the FGM for discussion.

A call for proposed policies will be made annually in January/February and Zone will issue a reminder in March.

Districts may work together when they have like ideas regarding a proposed policy. All proposed policies must meet the ASBA Governance Policy 10 criteria.

All proposed policies will be discussed and vetted through Zone 2/3 at both the April and May Zone meetings. Feedback from the April meeting may be used by the proposing Board to amend or change the proposed policy structure or content. Feedback may assist the initiating Board to decide whether to move forward with their proposal. Discussion and vetting at the Zone is meant to aid the Board bringing the proposed policy forward to develop it with well researched and well written content that is clear in its intent.

A vote will take place at the May Zone meeting to decide which 6 will go forward to the FGM for discussion. A simple majority of ballots casted of 50% plus 1, on a basis of one vote per Board.

### **Criteria checklist to include with submission follows:**

**Zone Board Reps are encouraged to consider the following when reviewing proposed policies.**

Please note the following must be included with your proposed policy upon submission

Is the policy...

- currently on the books or is there a related policy?
- a broad belief statement ?
- broader than your local context?
- a guideline for future discretionary action?
- something the President can speak to without contradicting other policies?
- consistent with ASBA Bylaws, Vision, Mission statements and mandate?
- respectful of the autonomy of School Boards?
- easy to understand?
- background information supplied (if appropriate)?
- having a seconding Board's support
- Board motion included

*Note this is not an exhaustive list – you may apply other criteria.*

Timeframe:

November	Zone environmental scan discussion to start the thought process for possible ASBA policy development
January/February	ASBA call for proposed policies
February	Training on building a proposed policy is offered at Zone
March	Reminder given to Board Reps
April – 10 days prior to the April meeting date	Proposed policies
April Zone meeting	Zone initial review of proposed policies
May Zone meeting	Zone final review and vote (if necessary)

## BUDGET note

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Per Motion of September 28, 2007, a minimum operating surplus of \$10,000 must be maintained.

Updated Per Motion October 27, 2017 a minimum \$10,000 and maximum \$15,000 in the zone operating surplus beginning with the 2018/2019 budget