



Board Policy 8 - Appendix B

AUDIT COMMITTEE PUBLIC MEMBERS

The Board of Trustees of Black Gold School Division Board appreciates the participation of its public members on Board committees. It also wants to be clear on its expectations of public members in their participation, while providing that external perspective.

1. Qualifications

1.1. In order to be a public member of the Audit Committee:

- 1.1.1. one must meet the eligibility requirements for election as a Trustee for Black Gold School Division.
- 1.1.2. one must be financially literate.
- 1.1.3. one can have no relationship to the audit firm.
- 1.1.4. one must be independent of BGSD and not an employee or spouse of an employee or trustee.

1.2. The following qualifications are beneficial to your role on the Audit Committee

- 1.1.5. Knowledge of Audit Standards and Governance.
- 1.1.6. Understand financial statements, preferably those prepared under Public Sector Accounting Standards.
- 1.1.7. Experience with leadership and advisory roles.

2. Commitment and Remuneration

2.1. Public Members are eligible for the following:

- 2.1.1. Per diem as per the current Board per diem allowance
- 2.1.2. Travel as per the current Board approved kilometer rate
- 2.1.3. Meals as per the current Board approved subsistence allowance (when applicable)

2.2. Duties as an external audit committee member requires the member to become familiar with the Black Gold School Division financial reports provided and seek to understand the audit process, laws and regulations.

2.3. Members are expected to attend all meetings scheduled.

3. Code of Conduct

3.1. Committee members shall:

- 3.1.1. Devote time, thought and study to the duties of a public member so that they may render effective and creditable service.

- 3.1.2. Work with fellow committee members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue.
- 3.1.3. Consider information received from all sources and base personal decisions upon all available facts in every case; un-swayed by partisan bias of any kind, and thereafter, abide by and uphold the final majority decision of the committee.
- 3.1.4. Work together with fellow committee members to communicate to the Board all the facts.
- 3.1.5. Remember at all times that individual committee members have no legal authority outside those delegated by the Board, and therefore relationships with school staff, the community, and all media of communication is to be conducted through the Board.
- 3.1.6. Resist every temptation and outside pressure to use the public member position to benefit either oneself or any other individual or agency apart from the total interest of the Division.
- 3.1.7. Bring to the committee your perspective as a stakeholder with respect to committee work.
- 3.1.8. Provide effective public member service to the community in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.
- 3.1.9. Represent the committee responsibly in all committee related matters with proper decorum and respect for others.
- 3.1.10. Represent the needs of the community to the committee and the committee's actions to the Board.
- 3.1.11. Declare any conflict of interest between personal life and the position on the committee and remove oneself from voting when appropriate.
- 3.1.12. Respect the confidentiality appropriate to issues of a sensitive nature.

4. Sanctions

- 3.2. A public member found to be in violation of the Code of Conduct, may be subject to removal from the committee.
- 3.3. The Board shall have the power at any time to remove members of the Audit Committee, with or without cause, by a majority vote.
- 3.4. The decision of the Board to remove a public member is final.