

## ■ Section 3 – Adult & Vocational Centre Governing Boards ■

### **The Composition of the Governing Board ([s. 102](#) – [s. 106](#))**

The governing board is composed as follows:

- students attending the centre, elected by their peers
- at least 4 school staff including at least 2 teachers and, if the groups concerned so decide, at least one non-teaching professional and at least one support staff member, elected by their peers
- two community representatives appointed by the school board
- in the case of a vocational training centre, at least two parents of students attending the centre who are not members of the staff of the centre, elected by their peers
- at least two persons appointed by the school board from within enterprises of the region which, in the case of a vocational training centre, operate in economic sectors corresponding to the vocational education programs offered by the centre
- The maximum number is 20. The total number of seats for staff representatives must not exceed the total number of seats for representatives of other groups
- A commissioner cannot be a member but may take part in meetings, if authorized to do so by the governing board. (No vote)
- The centre director takes part in the meetings but is not a member (no vote)

### **Term of Office ([s. 102](#))**

All members are elected for two years.

The members of the governing board remain in office until they are re-elected, re-appointed or replaced.

### **Vacancies ([s. 102](#))**

A vacancy resulting from the departure or disqualification of any member of the governing board is filled, for the unexpired portion of the term, according to the mode of appointment prescribed for that member.

### **Powers and Functions of the Continuing Education Centre Governing Board?**

The governing board exists to govern the centre, not administer the daily operation of the centre. The latter is the responsibility of the centre director. The powers and functions of the governing board impart responsibilities and decisional authority in general matters of school governance as well as matters such as educational services, community services and material and financial resources. The following outlines the responsibilities in each area and identifies the related sections in the [Education Act](#) with a summary table following.

## General Powers and Functions

The governing board:

- analyzes the situation prevailing at the centre, including the characteristics and expectations of the community served by the centre. Based on the analysis and the strategic plan of the school board, the governing board shall determine, oversee the implementation of and periodically evaluate the centre's specific policies and objectives for improving student success. The governing board may also determine actions to promote those policies and integrate them into the life of the centre. ([s. 109](#))
- approves the centre's success plan, Management and Educational Success Agreement and any updates ([s. 109.1](#), [s. 209.2](#))
- reports on the evaluation of the implementation of the success plan ([s. 110.3.1](#))
- advises the board on certain matters ([s. 110](#))
- informs the community served by the centre of the services provided by the centre and reports on the level of quality of these services ([s. 110.3.1](#))
- makes public the policies, objectives, success plan and Management and Educational Success Agreement of the centre and reports on the evaluation of the implementation of the success plan and Management and Educational Success Agreement plan. ([s. 110.3.1](#))
- may pool goods and services or activities with other schools or centres ([s. 110.4](#), [s. 80](#))
- prepares and adopts an annual activity report and transmits a copy to the school board ([s. 110.4](#), [s. 82](#))
- to that end, the governing board shall encourage the communication of information, dialogue and concerted action between students, parents, the principal, teachers and other staff members and community representatives. ([s. 109](#))

## Educational Services

The governing board:

- approves the proposals of the centre director on the approach for implementing the basic school regulation, the implementation of the programs of studies, the implementation of programs relating to student services and popular education, and the operating rules of the centre ([s. 110.2](#)).

## Community Services

The governing board:

- may organize social, cultural or sports activities ([s. 110.3](#))
- may, in the name of the school board, contract with persons or organizations for goods and services to deliver the services mentioned in the point above ([s. 110.3](#))
- may require a financial contribution from users of these goods and services ([s. 110.3](#)).

## Physical and Financial Resources

The governing board:

- approves the use of the premises and the organization of cultural, social, sports, scientific or community services ([s. 110.4](#), [s. 93](#))
- may, in the name of the school board, solicit and receive voluntary contributions from persons or organizations ([s.110.4](#), [s. 94](#))
- adopts the school's annual operating budget and submits it to the school board for approval ([s.110.4](#), [s. 95](#))

- establishes the principles for determining the costs of documents for student use, and the lists of objects required by students ([s. 110.3.2](#), [s. 77.1](#))  
approves, as presented by the principal, the school/consumable fee as per [Policy 2.12 – School Fees Policy](#)  
is consulted by the centre director regarding the school's needs for goods, services and repair/improvement of the premises ([s. 96.22](#)).

**Table 2: Centre Governing Board Functions and Powers**

	Governing Board	Centre Director	Staff	School Board
<b>General Terms</b>				
Success plan	Approves ( <a href="#">s. 109.1</a> ) Reports on the evaluation of the implementation, Informs the community ( <a href="#">s.110.3.1</a> )	Coordinates the development, implementation and periodical evaluation ( <a href="#">s. 109.1</a> )	Participate ( <a href="#">s. 109.1</a> )	Facilitates its accomplishment ( <a href="#">s. 218</a> )
Governing board annual report	Prepares, adopts and transmits a copy to the school board ( <a href="#">s. 110.4, s. 82</a> )			Prepares a report on the educational and cultural activities of its schools ( <a href="#">s. 220</a> )
Services provided by the school	Informs the community and reports on their level of quality ( <a href="#">s. 110.3.1</a> )			
Amendment or revocation of the deed of establishment	Is consulted ( <a href="#">s. 110.1</a> )			Consults & decides ( <a href="#">s. 101, s. 217</a> )
Selection criteria for the appointment of the centre director	Is consulted ( <a href="#">s. 110.1</a> )			Consults & decides ( <a href="#">s.110.1, s 110.5</a> )
Matters pertaining to the proper operation of the centre or to the improved organization of the service provided by the school board	Advises the school board ( <a href="#">s. 110</a> )			
Principles for determining the cost of the documents	Establishes ( <a href="#">s.110.3.2, s. 77.1</a> )	Ensures that they are prepared ( <a href="#">s. 110.10</a> ) Proposes ( <a href="#">s. 110.3.2, 77.1</a> )		
Management and Educational Success Agreement	Approves ( <a href="#">s. 209.2</a> )	Agrees upon ( <a href="#">s. 209.2</a> )	Is consulted ( <a href="#">s. 209.2</a> )	Agrees upon ( <a href="#">s. 209.2</a> )
List of objects required by students	Approves ( <a href="#">s. 110.3.2, s. 77.1</a> )	Ensures that they are prepared ( <a href="#">s. 110.10</a> )		
<b>Educational Services</b>				
Approach proposed for the implementation of the basic school regulation, the implementation of the programs of studies; the implementation of the programs relating to student services and popular education, and the operating rules of the centre	Approves ( <a href="#">s. 110.2</a> )	Ensures that proposals are prepared ( <a href="#">s. 96.13</a> ) Proposes ( <a href="#">s. 84</a> )	Teachers: Participate (Programs of studies) Staff: Participate (others) ( <a href="#">s. 110.2,</a> )	Ensures that the basic school regulation is implemented ( <a href="#">s. 222</a> )
<b>Material and Financial Resources</b>				
Use of the premises	Approves ( <a href="#">s. 110.4, s. 93</a> )	Proposes ( <a href="#">s. 110.4, s. 93</a> )		
Gifts and contributions	May solicit and receive a gift or contribution and supervises the management of this fund ( <a href="#">s. 110.4, s. 94</a> )			Creates a designated fund, keeps separate books and accounts ( <a href="#">s.110.4, s. 94</a> )
School's annual budget	Adopts ( <a href="#">s. 110.4, s. 95</a> )	Prepares ( <a href="#">s. 110.13, s. 96.24</a> )		Allocates resources among the schools ( <a href="#">s. 275</a> ) Approves the school's budget ( <a href="#">s. 276, s.110.4, s. 95</a> )
Requirements of the school as regards goods and services, and premises	Is consulted ( <a href="#">s. 110.13, s. 96.22</a> )	Consults with the governing board and informs the school board of the requirements ( <a href="#">s. 110.13, s. 96.22</a> )		

## **Consultation by the School Board**

In addition to the functions and powers outlined on the previous pages, the school board must consult the governing board on two items ([s. 110.1](#)), namely:

- the amendment or revocation of the deed of establishment of the centre, i.e., closure, The deed of establishment, prepared by the school board, includes the name and address of the school and the level(s) of instruction. It shall also state the cycle or, exceptionally, the part of cycle of the level of instruction concerned)
- the selection criteria for the appointment of the centre director (The governing board members are not involved in the appointment but must have the opportunity to submit a description of the characteristics, qualities and experience that they judge to be essential in an administrator for their school)

The governing board also advises the school board on certain matters ([s. 110](#)), namely:

- any matter the school board is required to submit to it
- any matter that may facilitate the operation of the centre
- any matter that may improve the organization of services provided by the school board.