



**Grande Yellowhead Public School Division** is accepting applications for the position:

**Audit Committee External Member**

The Grande Yellowhead School Division is seeking 2 community members, 1 with financial expertise and business knowledge and 1 with Adult Learning Community expertise to serve on its audit committee for a 4-year term effective September 1, 2020.

The Audit Committee is comprised of 7 trustees and 2 independent members drawn from the community at large. The primary role of the audit committee is to assist the Board of Trustees in fulfilling its duties related to governance and oversight.

The duties of the audit committee fall under the following key areas: the financial reporting oversight, internal control framework, risk management practices, performance and function of the board's internal and external auditors and the board's compliance with its obligations under legislation.

The Committee meets at least once a year, plus ad hoc meetings as required.

This position would be eligible for a per diem and expense reimbursement as per the Board Policy 08 Appendix.

**Candidate Eligibility**

Applicants must be from either the adult learning community and/or business community due to the requirement of the new Education Act, as well as sufficient accounting and senior financial management expertise to understand public sector accounting and auditing standards. The applicant must not be a current employee or officer of the board or of any other school board or school authority. Preference will be given to residents in the jurisdiction's territory (including Yellowhead County, Edson, Hinton, Jasper and Grande Cache).

**Submission of Applications**

Suitable qualified candidates interested in serving on the audit committee are invited to submit a letter of interest and resume to [hrrsupport@gypsd.ca](mailto:hrrsupport@gypsd.ca). The competition will remain open until a suitable candidate is found.

Only Candidates who are short-listed will be contacted for an interview. All other applicants are thanked for their interest. For information about Grande Yellowhead Public School Division, please visit [www.gypsd.ca](http://www.gypsd.ca).

Job Type: Volunteer

## **PUBLIC MEMBERS**

The 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. Eligibility**

- 1.1 In order to be a public member of the Board, you must meet the eligibility requirements for election as a trustee for the Division.

### **2. Per Diem and Expenses**

Public Members are eligible for the following:

#### **2.1 Per Diem**

- 2.1.1 Full-day meetings of \$207.62 per day.
- 2.1.2 Half-day meetings; one-half (1/2) the full day meeting rates specified in clause 2.1.1 for meetings up to four (4) hours in duration.
- 2.1.3 Less than half-day meetings up to four (4) hours;

#### **2.2 Accommodation**

- 2.2.1 Will be reimbursed at cost and must be supported by receipts. Fiscal restraint is to be exercised in accommodation arrangements; or
- 2.2.2 An allowance of sixty dollars (\$60.00) per night will be paid for the use of private accommodation.

#### **2.3 Travel**

- 2.3.1 A travel allowance for the use of a personal automobile will be paid at the current Division rate of 0.505 per kilometer.
- 2.3.2 Travel by public carrier will be reimbursed at cost and receipts must support claims.
- 2.3.3 Pooling of transportation is encouraged.

#### **2.4 Meals**

- 2.4.1 Subsistence allowances at the rates of \$10.00 for breakfast, \$14.00 for lunch, and \$22.00 for dinner.
- 2.4.2 The breakfast allowance may be claimed if the public member is away from home prior to 0700 hours and the dinner allowance may be claimed if the public member does not arrive home until after 1900 hours.
- 2.4.3 No subsistence allowance is claimable for a meal provided without additional cost in conjunction with a function or meeting.

### 3. Code of Conduct

- 3.1 Devote time, thought and study to the duties of a public member so that they may render effective and creditable service.
- 3.2 Work with their 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.
- 3.3 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.
- 3.4 Work together with fellow committee members to communicate to the Board all the facts.
- 3.5 Remember at all times that individual committee members have no legal authority outside those delegated by the Board, and therefore relationships with schools staff, the community, and all media of communication is to be conducted through the Board.
- 3.6 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.
- 3.7 Bring to the committee your perspective as a stakeholder with respect to committee work.
- 3.8 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.
- 3.9 Represent the committee responsibly in all committee related matters with proper decorum and respect for others.
- 3.10 Represent the needs of the community to the committee and the committee's actions to the Board.
- 3.11 Declare any conflict of interest between personal life and the position on the committee and remove oneself from voting when appropriate.
- 3.12 Respect the confidentiality appropriate to issues of a sensitive nature.

### 4. Sanctions

- 4.1 A public member found to be in violation of the Code of Conduct, may be subject to removal from the committee.
- 4.2 Removal from the committee would be a decision by the Board, upon the recommendation of the two (2) trustee members of the committee.
- 4.3 The decision of the Board to remove a public member is final.

Legal Reference: Section 60, 61, 62, 63, 70, 113 Education Act  
Labour Relations Code  
Collective Agreements

Approved: June 17, 2015  
Amended: March 21, 2018, March 11, 2020