

Sunrise School Division

Divisional Policy

Divisional Policy Number – 1060

Policy Title	Divisional Policy: Committee Meeting Minutes		
Date of Issue	2005	Related Procedure	
Revision Dates		Related Forms	
Review Date	2006	Originator	Superintendent

Rationale

Sunrise School Division requires the recording of minutes for committee meetings when a meeting is held. The purpose of these minutes is to ensure that a record of the meetings has been maintained.

Policy

Sunrise School Division assigns the task of ensuring minutes are recorded for all committee meetings to the liaison officer assigned to the respective committee. The minutes are to be brought forward for Board's review at the next regular board meeting. The liaison officer will delegate the responsibility of maintaining a binder with minutes of the meetings.