



## Making a presentation to the Board of Trustees

*The following information has been taken from Section 9 of Board Policy Number 7 – Board Operations. To view the excerpt or the entire policy visit [Board Policy 7](#).*

Opportunities to make a presentation to the Trustees of the St. Thomas Aquinas Roman Catholic Separate Regional Division (STAR) at a Regular Board Meeting.

- The Secretary-Treasurer is responsible for the preparation of agendas and coordination of public presentations. Call the Secretary-Treasurer at 780.986.2500 Extension 216 or 1.800.583.0688 for more information.

### Dates and Time of Board Meetings

- The Board of Trustees meets once a month, the Board meeting schedule may be viewed at [Board Calendar](#).
- The meetings are held in the Boardroom of the St. Thomas Aquinas RCSR No. 38 Central Office located at 4906 – 50 Avenue in Leduc. Public parking is available in a City of Leduc public parking lot located at 49<sup>th</sup> Street and 49<sup>th</sup> Avenue.
- All regular Board meetings are open to the public. The public is welcome to attend and observe the proceedings.
- Regular Board Meeting agendas are posted on the Division's webpage and may be viewed at [Board Agendas](#) no later than 4:30 p.m. on the Friday prior to each Board meeting.

### Delegations to Board Meetings

- The Board's purpose in listening to presentations is to have issues clarified and to secure ideas, opinions and information which may be useful to the Board in its decision-making process.

For the purpose of this section, the word "delegations" shall mean one or more persons.

- Delegations wishing to make a presentation to the Board must inform the Secretary-Treasurer and submit a letter addressed to the Superintendent at least eight (8) days prior to the meeting at which they wish to appear.



### Delegations to Board Meetings – *continued*

- The following information must be included in the request:
  - name and address of each delegate;
  - the reason for the presentation;
  - the length of time required for the presentation if ten (10) minutes is not enough;
  - enough information for the Trustees to become acquainted with the subject beforehand; and
  - written submission (if applicable) (see section below on Written Statements are Welcome );
  - audio-visual/PowerPoint presentations (if applicable) (see section below on Use of Audio-Visual Materials; and
  - that the request includes possible solutions (optional).
- The request shall first be discussed with the Superintendent. If it is determined that an appearance before the Board is then desired, a copy of the request shall be sent to each Trustee with the agenda for the meeting at which the delegations are to appear.
- Spokesperson(s) for the delegations must be identified as this is the person who will be expected to address the Board.

### Meeting Procedures

- The name of the spokesperson to speak on behalf of the delegations is given to the Board Chair. When it is the delegations' turn, the Board Chair will invite the spokesperson to sit at the designated table.
- When the spokesperson has finished their presentation, he or she may remain at the table in the event that the Board Chair or Trustees have questions.
- In discussing matters with the delegations, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems and give information thereon. For this reason, individual Trustees may only seek clarification of items presented by the delegations. At no time during the presentation shall any Trustee commit the Board to any specific course of action.
- Delegations will be given a copy of Section 9 of Policy 7 – Board Operations prior to their presentation (attached).

### Tips for Making Presentations

- Once a spokesperson is seated at the presentation table, he/she must state their name and give the spelling of their last name for purpose of official minutes.
- Address the Chair as Madam Chair or Mister Chair.



### Length of Presentations

- Delegations are encouraged to keep their presentations brief, with a maximum of ten (10) minutes. The Board Chair has the right to restrict the length of time for any delegations at any meeting.

### Topics that cannot be discussed with the Board

- Matters that must be kept confidential under the Freedom of Information and Protection of Privacy Act, for example personnel matters.
- Any questions regarding topics of discussion may be directed to the Secretary-Treasurer at 780.986.2500; 1.800.583.0688 or [jeanne.fontaine@starcatholic.ab.ca](mailto:jeanne.fontaine@starcatholic.ab.ca).

### Written Statements are Welcome

- Delegations wishing to provide a written statement in support of their presentation must include the statement with the initial request to the Superintendent at least eight (8) days prior to the Board meeting.

### Use of Audio-Visual Materials

- Delegations are welcome to use audio-visuals as long as the presentation does not exceed the ten-minute limit. PowerPoint presentations are permitted and should be included with the initial request to the Superintendent at least eight (8) days prior to the Board meeting.

### Board Decision Notification

- The Board will normally make a decision on the matter at a meeting following the meeting at which the presentation is made. Upon completion of the presentation, the Board Chair shall inform the delegations when a decision, if required, will be made. Such decision will be communicated in writing to the spokesperson.