



## **CASS Women in Leadership Committee Terms of Reference 2024 - 2025**

### **Mandate and Outcome**

### **Composition**

The CASS Women in Leadership Committee shall be structured as follows:

- The committee will be led by a **Chair** and a **Vice-Chair or Co-Chairs**, who will be elected by committee members annually.
- **Any CASS-regulated member who attends a meeting will be considered a voting member.**
- Non-regulated members (retired CASS members, life members, or affiliate members) may attend meetings but do not hold voting privileges.
- The CASS Executive Director and a Director of Leadership Learning, as identified by the Executive Director, will provide support to the committee.

### **Committee Leadership**

- The **Chair** and **Vice-Chair/Co-Chairs** will be elected at the first meeting of the year and serve a one-year term, with the option for re-election.
- The Vice-Chair may transition into the Chair role in subsequent years for continuity.
- The leadership team will be responsible for setting meeting agendas, facilitating discussions, and ensuring alignment with CASS's strategic priorities.

### **Responsibilities of Committee Members**

Committee members will:

- Actively participate in meetings and contribute to initiatives supporting female leaders in Alberta school authorities;
- Engage in networking and mentorship opportunities;
- Promote initiatives that support women in system leadership roles, including aspiring and current chief superintendents and educational system leaders;
- Provide input and recommendations to the CASS Board of Directors as required.

### **Meetings**

- Meetings will be conducted virtually as required and will be based upon goals established within a strategic plan.
- Meeting agendas and materials will be distributed in advance.

### **Reporting**

The committee will ensure regular communication by:

- Preparing and sharing Women in Leadership (WiL) Highlights following each meeting for submission to the CASS CEO, who will communicate updates to the Board of Directors and post them on the CASS website.

### **Evaluation and Future Continuation**

Given the limited attendance at recent meetings and the substantial workload on the leadership team, the CASS Board of Directors requires an evaluation process to determine the committee's future viability. The evaluation will include:

- **Annual attendance tracking** to assess participation levels;
- **A formal review held annually**, led by the Chair and Vice-Chair, or Co-chairs to provide a recommendation to the CASS Board on whether the committee should continue, be restructured, or be dissolved.