

**POLICY #2680**  
**STAKEHOLDERS & ELECTED OFFICIALS LIAISON MEETINGS**

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**INTENT**

The Surrey Board of Education believes in creating and maintaining effective relationships with stakeholder groups and elected officials from all levels of government to ensure meaningful opportunities are created for dialogue around policy direction.

It is the desire of the board to provide these opportunities for meetings at least annually for all stakeholder groups and elected officials. The planned meetings will permit the groups to meet collectively with the trustees and senior management informally to discuss topics of district-wide implications and/or individually with trustee or senior management representatives to discuss issues and/or concerns involving the specific organization.

It is understood that the purpose of the meeting is to provide opportunities to discuss matters of mutual interest of the parties at a policy level, as routine operational items would continue to be handled by administration.

The board will attend as individual trustees and meetings will be conducted informally for the purposes of exchanging information of a general sharing nature. As these meetings are not formal business meetings of the board, minutes will not be kept or circulated.

It is further understood that the number of trustees required to be in attendance at these meetings will be directed by the chairperson, and it is also understood that executive committee's attendance will be required as dictated by the agenda topics contemplated.

**SPECIFIC LIAISON MEETINGS AND/OR FORUMS**

The board will initiate either specific liaison meetings or forums at least annually to provide opportunities for individual stakeholders and/or a larger number of stakeholders to discuss issues and concerns having district-wide interest. The purpose of the specific liaison meetings will be to discuss and review issues that are specific to the group involved and the forum type of meetings will be to discuss issues and concerns effecting more than one group. Consideration will be given to the appropriateness and requirement for attendance by individual or groups of stakeholders when determining the agenda and venue.

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**MEETING AGENDA**

The meetings will normally have an agenda of items for discussion developed by the parties, but it is not necessarily required. The board chairperson and the appropriate representatives of the individual group of stakeholders will work collaboratively to build an agenda that meets the parties' needs.

**MEETING NOTES**

Management will be responsible for the preparation of a brief summary on the broad topics under discussion at the meeting, recording of any action agreed upon by consensus by the parties at the meeting, and the circulation by staff of the final copy of the notes to the parties. These meetings are considered to be private and for the benefit of the parties in attendance. Notes from any meeting will be circulated to trustees and staff as per [Board Policy #2601 – Board-Staff Communications](#).

**REPORTING OUT**

The informal reporting out by the parties will be best served through the release of only the general consensus reached at the meetings.

*Approved: 2002-05-30*

*XRef: Policy 2601*