

## **RSSAA COVID-19 Task Force Mandate 2021-22 School Year**

The COVID-19 Task Force is an ad-hoc administrative committee formed to facilitate the school response to the COVID-19 pandemic. The COVID-19 Task Force will meet weekly from the week of May 11, 2020 until the week of August 31, 2020.

The COVID-19 Task Force is responsible for the following work of the school

- Facilitating progress on all COVID-19 response work across the school – from curriculum development, remote learning planning, health and safety preparation, to personnel considerations, financial planning, and resource allocation.
- Facilitating an awareness throughout the school of all decisions and actions taken by School governance bodies (Board, College, Carrying Groups and Committees) in response to the COVID-19 pandemic.
- Discussing problems, concerns and new ideas and directing them to the appropriate School governance body (Board, College, Carrying Group and Committee) for consideration and action as appropriate.
- Supporting all COVID-19 related communication across the school – including participating in appropriate Town Halls, giving input on all school letters and communications, and ensuring that the membership of the Board and College are always fully informed of the work of the other bodies of the School.
- Giving input to the regular College, Board and HUB agendas on COVID-19 pandemic related updates, necessary work and important discussion items.

Members: The COVID-19 Task Force is composed of the following members:

College – College Chair – Paul Trombley  
College – Level Coordinator – Peggy Wilson  
College – Faculty Chair – Gary Banks  
Board – Treasurer – Jim McCauley  
Board – Executive Committee – Heather Rindels  
Board – Executive Committee – Knut Hill  
Parent Council – Executive Committee – Sara Deon  
Parent - Infectious Disease Physician - Holly Murphy  
Administration – School Administrator – Siân Owen-Cruise  
Administration – Finance Manager – Carolyn Raschke

Approved by College – 5/14/20  
Approved by Board – 6/3/20

Decision Making: the COVID-19 Task Force is **not a decision-making body**. The Task Force is a process facilitation group making sure that we are moving forward quickly in all COVID-19 related areas

Meetings: The COVID-19 Task Force will meet weekly by zoom from mid-May 2020 until late August 2020

Governance Committee Status: The COVID-19 Task Force is an ad-hoc committee of the College and Board and reports to the College and Board.

Approved by College – 5/14/20  
Approved by Board – 6/3/20