

## **OFFICES**

### **Chair/Co-Chair**

A Catholic School Council shall have a chair, or if the by-laws of the council so provide, two co-chairs. Vacancies shall be filled in accordance with the by-laws of the council.

The Chair/Co-chair shall be officers of the Catholic School Council.

The Chair or Co-chair must be a parent member of the council and shall be elected by the members of the council.

A person who is employed by the board cannot be the chair or co-chair of the council.

### **Duties of Chair/Co-Chair**

The Chair/Co-Chair of the Catholic School Council shall:

1. Always be a member of the school parent community,
2. Be a full voting member,
3. Regularly attend, and participate in Catholic School Council meetings,
4. Call and set dates for all Catholic School Council planning sessions and meetings in consultation with the school principal and Catholic School Council members,
5. Prepare the agenda for Catholic School Council meetings in consultation with the principal and members of the council,
6. Chair all council planning sessions and meetings. The Chair can ask a parent member to chair meetings in his/her absence if Co-Chair is unavailable.
7. Set the Catholic context for meetings by including a prayer, relevant faith news, information and/or announcements,
8. Collaborate with the principal to ensure that the council is conversant with and makes decisions through the lens of the Catholic virtues, practices and the Ontario Catholic School Graduate Expectations,
9. Ensure that the minutes of the Catholic School Council meetings are recorded and maintained,
10. Provide the Chairperson's report to the Catholic School Council at all meetings of the council,
11. Act as a signing officer for cheque requisitions and deposit forms (if applicable),
12. Be a sitting member of the council budget committee (if applicable),
13. Participate in faith development, information and training programs,
14. Communicate with the school principal,
15. Ensure that there is regular communication with the school community,
16. Consult with senior board staff and trustees, as required,
17. Provide leadership to the members of the School Council, ensuring that they have a clear understanding of their roles and mandate.

### **Treasurer**

The Treasurer shall be elected by members of the Catholic School Council.

#### **Duties of Treasurer**

The Treasurer:

1. Be a full voting member,
2. Regularly attend, and participate in Catholic School Council meetings,
3. May act as one of the approved signing officers on the Catholic School Council Cheque Requisition General Form. Signing authority for school council bank accounts will be with school staff only,
4. Shall count and verify the funds received for deposit immediately in the presence of the person(s) giving the funds and complete the Catholic School Council Funds Received General Form). All deposits to the Catholic School Council bank account will be the responsibility of the Catholic School Council who will provide a copy of the deposit slip to the designated individual in the school. Collection, accounting and depositing of fundraising dollars are managed by School Council and the principal. The designated individual will record the deposit into SchoolCash.NET as a lump sum under the categories specified by Catholic School Council,
5. Shall follow Dufferin Peel Catholic District School Board general administration procedures outlining standardized procedures and accompanying general forms (e.g. Cheque Requisition and Funds Received forms),
6. Shall provide ongoing financial bank reconciliation and/or financial/accounting report to the Catholic School Council and parent community,
7. Shall chair and manage the Catholic School Council budget committee (if applicable),
8. Shall provide a year-end financial statement for the Catholic School Council Annual Report,
9. Shall ensure all financial reports are held in the minute's binder in the main office to provide full public access. Note: All financial reports shall be held at the school for a period of seven (7) years.

### **Secretary**

The secretary shall be elected by members of the Catholic School Council.

#### **Duties of the Secretary**

The secretary shall:

1. Be a full voting member,
2. Regularly attend, and participate in Catholic School Council meetings,
3. Record the proceedings of all Catholic School Council meetings,

4. Maintain a complete set of Catholic School Council minutes and all legal and important documents. Ensure all documents are held in the minute's binder in the main office to provide full public access. Note: All documents shall be held at the school for a period of seven (7) years,
5. Distribute minutes and agendas for all School Council meetings to all pertinent parties in a timely manner,
6. Post all minutes and meeting notices in the designated area of the school,
7. Assist the Chair in the writing and sending of any necessary correspondence,
8. Act as assistant to the Chairperson,
9. Distribute minutes to members 2 days before the meeting along with agenda. Ensure that the Chairperson or co-chairs establish quorum before meetings begin. Quorum is 50% or more of parent members.

### **Other Council Officers**

The Catholic School Council may have such other officers as are provided for in its by-laws.

## **APPOINTED POSITIONS**

### **Parish Representative**

The Parish representatives serve as a communication link between the Parish and the Catholic School Council with respect to Parish events relating to the school. The individual that belongs to one of the following categories may serve as the Parish representative: Priest, Deacon, a parent of a child attending the school who is a member of the Parish in the school region, member of the Parish who is not a parent of a child attending the school, a Community representative on the Catholic School Council who is a member of the Parish, or Chaplain (Secondary Schools only). The Catholic School Council, as the governing body, should make the final decision on who shall be appointed as the Parish representative. However, for the appointment, a consultative approach with the Parish Priest is recommended. In the case where a school is associated with more than one Parish, the Parish representative shall be from the Parish designated to the school.

As the Parish representatives are there to help the Priest, the Priest is encouraged to recognize the representative with other ministries at the beginning of the school year and perhaps consider having a commissioning period at a Sunday Mass.

The Parish representative shall be appointed by the Catholic School Council in accordance with B2.10

### **Duties of the Parish Representative**

1. Be a full voting member,

2. Regularly attend and participate in Catholic School Council meetings,
3. Provide input into the school's pastoral/faith plan,
4. Provide guidance and support to the Catholic School Council relating to the faith formation of members of the school community and initiatives/issues in the parish community,
5. Serve as communication link between the parish and the Catholic School Council with respect to parish information (i.e. local church locations, Mass times, annual parish events, available social outreach programs and organizations such as the Catholic Women's League, Knights of Columbus, youth ministries and prayer groups) and provide regular updates,
6. Be a member of the Catholic School Council Faith Development Committee (if applicable),
7. Provide guidance and support to the Catholic School Council concerning faith development initiatives/activities which enhance the Catholic education and faith formation of students,
8. Provide encouragement and support for Sacramental preparations,
9. Prepare and conduct prayer/reflection at meetings including the preparation of a sacred space,
10. Promote and support social outreach programs,
11. Arrange Mass cards and sympathy cards on behalf of council,
12. Write articles for Parish newsletter,
13. Lead spiritual discussion at meetings,
14. Participate in other activities that strengthen the Catholic faith formation in the school.
15. Act as a communication link to provide resources from the Pastor/Church to the school. Contact the parish prior to council meetings to relay any information to be shared with the school council and parents (i.e. Church events, sacraments/celebrations, Rite of Christian Initiation for Adults, how to become an altar server, rallies and symposiums, etc.),
16. Provide the Parish Priest with a copy of the minutes of Catholic School Council meetings and communicate/invite the Priest to Catholic School Council upcoming events or functions,
17. Attend Dufferin-Peel CDSB Annual Parish Representatives' Forum,
18. Establish and maintain communication with the Parish Priest affiliated with the school to ensure clarity of expectations and goals.

#### **Ontario Association for Parents in Catholic Education Representative (OAPCE)**

The OAPCE representative shall be appointed by the Catholic School Council in accordance with the by-laws.

#### **Duties of OAPCE Representative**

The OAPCE representative shall:

1. Be a full voting member,

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2. Regularly attend, and participate in Catholic School Council meetings,
3. Represent the OAPCE as the voice of the association on the Catholic School Council,
4. Report to the council the information shared by OAPCE at all meetings,
5. Attend the Dufferin-Peel Regional Council meetings and the Annual General Meeting of OAPCE when able.

#### **Student Representative (Secondary only)**

The student representative shall be appointed by the Student Parliament.

#### **Duties of the Student Representative**

The student representative shall:

1. Be a full voting member on the council,
2. Regularly attend, and participate in Catholic School Council meetings,
3. Provide ongoing student representation and take part in all discussions.
4. Relay information to the members of the council from the Student Parliament and vice versa,
5. Forward a written report to the teacher representative if unable to attend the council meeting or send a delegate.

#### **Additional Community Representative (optional)**

Catholic School Councils may establish a by-law to increase the number of appointed community representatives. Note: In specifying the number of community representatives, the Catholic School Council shall ensure that parent members constitute a majority of the members of the council. Additional community representatives shall be appointed by the Catholic School Council.

#### **Duties of Additional Community Representatives**

Additional Community Representatives shall:

1. Be a full voting member on the council,
2. Regularly attend, and participate in Catholic School Council meetings,
3. Endeavour to build partnerships and links between the school and the community.

#### **Catholic School Council Members**

#### **Duties of Catholic School Council Members**

Catholic School Council members shall:

1. Be full voting members,

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