



Dear Parents and Guardians,

**The Management Board of Directors of St. Charles Catholic School is calling for letters of interest to fill two (2) “Parent Board Member” appointments to the Management Board of Directors. These positions will serve a two-year term beginning July 1<sup>st</sup>, 2023.**

St Charles Catholic School is a not-for-profit independent school, and has a very unique ownership structure. It is the only school in the Archdiocese that is owned by five parishes: St. Paul the Apostle, Our Lady of Perpetual Help, St. Charles, St. John XXIII, and St. Ann’s parishes. The Corporate Board of Directors, which is comprised of the parish leaders of the five owner parishes, is directly responsible for the Catholicity and overall mission of the school.

Reporting to the Corporate Board, the Management Board of Directors oversees the operations of the school. It is responsible for the areas of finance, buildings and grounds, maintenance, and strategic planning. The Board serves to support the Principal but does not involve itself with the day-to-day administration and operation of the school.

The position of Parent Board Member requires the parent to participate in the decision making process of the Board, as well as take on a portfolio or head a committee dependent on the current needs of the Board and school as determined by the Chair. Presently, the current needs of the Board require expertise in the areas of **fundraising, marketing, accounting, and buildings & grounds (maintenance)**. If you believe that you can serve the school in one of these or other capacities, we encourage you to step forward and be considered. The successful candidate will be required to sign a Board Confidentiality Agreement and abide by the Board Conflict of Interest Policy and Codes of Conduct, both for parents and the Board of Directors.

Interested parties should review the appended document, Guidelines and Expectations of a Board Member, and submit a **letter of interest along with a resume and the SCCS Parent Information Form by May 26<sup>th</sup>, 2023.** Please scan a copy of all forms and email them to [boardchair@stccs.ca](mailto:boardchair@stccs.ca). Forms are available for download on the school website [www.stccs.ca](http://www.stccs.ca) under the **ParentZone**. All submissions will be reviewed and a selection will be made based on the current needs of the school. Parents will be notified prior to the end of June once the Corporate Board has reviewed and accepted the recommendation.

For those who choose to step forward, we thank you for your commitment to St. Charles Catholic School. We are confident that you will find working to enhance our students’ experience through a Catholic education both fulfilling and rewarding. The names of the successful candidates will be presented to the Members of the Corporate Board for final approval.

## ***SCCS Board of Directors – Guidelines and Expectations of a Board Member***

### **Guidelines:**

As per St. Charles Catholic School By-laws: A Board vacancy of (4) **parents whose children are students of the School** as identified in **By-law section 5.01 (a)** where the board shall elect or appoint such other officers as the Board may determine in **section 6.01**.

- (a) Persons considered for the vacancy shall:
- (i) Be a parent or legal guardian, in good standing, whose children are students of the School, and
  - (ii) Provide a current resume outlining areas of interest and qualifications, and
  - (iii) In keeping with Archdiocesan safe environments, agree to and obtain a current criminal and Child Abuse Registry check, and
  - (iv) The Board shall review resumes and conduct reference checks, and
  - (v) The Board reserves the right to decline a potential candidate where a concern is raised as to the ability of the candidate to fulfill the terms and expectations of the board member as follows:

### **Terms and Expectations of a Board Member:**

- (a) **Confidentiality** - Maintain confidentiality of all Board discussions including those relating to personnel matters, student information, legal matters and other information deemed sensitive by the Board. Penalty for breach of confidentiality will result in immediate dismissal from the Board. Board members are required to sign a Board Confidentiality agreement and Board Member Code of Conduct agreement.
- (b) **Attendance** – Attend monthly Board meetings - 3 consecutively missed meetings or attendance of less than half of scheduled meetings, constitutes resignation of the position. **Parent Board Members are expected to attend all Parent Advisory Committee (PAC) meetings.** All Board Members are expected to attend school and community events in support of the Board of Governors when possible.
- (c) **Teamwork** – Board members will work collaboratively for the betterment of the school and not for individual gain. All Board Members will support decisions made by the Board and conduct themselves in a positive and supportive manner. This may require Board Members to speak as a Board Member and not as an individual or parent in their discussions with other parents and community members. Failure to adhere to these expectations may result in removal from the Board
- (d) **Commitment** – All Board Members are required to work on a designated portfolio and/or a committee as appointed by the Chair in addition to monthly Board meetings. This committee work can require an additional 10-15 hours per month, but may vary throughout the year. Board members and their families receive no remuneration or special consideration for their services.

## PARENT BOARD MEMBER INFORMATION FORM

Name:	Parent/Guardian of: Grade/s:
Occupation:	Home Address:
Cell Phone:	Home Phone:
Parish:	Email:
<b>Candidate for the position of:</b>  <b>Parent Member</b>  <b>Management Board of Directors</b>	Documentation Attached (all required)  <input type="checkbox"/> Letter of Interest <input type="checkbox"/> Resume/Statement of Qualifications
<p>I hereby certify that I am a current parent or guardian in good standing at St. Charles Catholic School and that I am seeking a Parent Board Member position on the Board of Directors at St. Charles Catholic School for a 2 year term. I agree to abide by the Terms and Expectations of a Board Member as outlined, as well as the Board Members Code of Conduct and Confidentiality Agreement.</p> <p><b>Signature:</b>_____ <b>Date:</b>_____</p>	

Areas of Interest or Experience\_\_\_\_\_

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- |  |   |
|--|---|
| <input type="checkbox"/> Fundraising                       | <input type="checkbox"/> Capital Campaign |
| <input type="checkbox"/> Finance                           | <input type="checkbox"/> Marketing        |
| <input type="checkbox"/> Alumni                            | <input type="checkbox"/> Governance       |
| <input type="checkbox"/> Buildings & Grounds / Maintenance | <input type="checkbox"/> Other _____      |