



Rationale

The role of the Chairperson in the parish or regional education committee is critical to the successful functioning of the Education Committee and ultimately to the successful functioning of the school. The Chairperson's main task is to work closely with the Pastor and Principal to ensure that the goals and objectives of the school are being met and that the policies and guidelines of the Society are followed.

Role and Function

The Chairperson derives all his/her authority from the role of the Education Committee. Since, in fact, the authority to establish policy rests with the Committee it is important therefore, that when speaking for the Education Committee, the Chairperson base his/her statements on policy that has been passed or approved.

Responsibilities

The Chairperson is elected to fulfill the following responsibilities:

1. **Authority:** to ensure that the Education Committee uses its authority responsibly in accordance with the Society's policies and guidelines.
2. **Agenda:** to prepare an agenda for each meeting and assemble the necessary background documentation needed for its deliberations. This agenda should be drawn up in consultation with the Pastor and Principal to ensure the necessary items are covered. This agenda should be used for conducting the order of business within the meeting.
3. **Meetings:** to set a day and time for regular monthly meetings and to call additional meetings as the need arises. To maintain order and to ensure that the fundamental principles of parliamentary procedure are followed. To be a unifying force by facilitating and regulating discussion, while moving the members toward consensus and decision.
4. **Elections:** to have elected other officers such as Vice-chairperson, Treasurer, Secretary and Society Representative. To ensure that a Nominating Committee prepares for the annual elections of the Education Committee members and carries them out according to the guidelines of the Society.
5. **Sub-Committees:** to appoint, in consultation with the Pastor, chairpersons to all sub-committees. The Chairperson of the Education Committee is ex-officio a member of all sub-committees established by the Education Committee.
6. **Budgets:** to ensure the Treasurer prepares an annual budget in cooperation with the Chairperson, Pastor, Principal and Facilities & Maintenance person.
7. **Policies:** to implement any policy changes that are issued from the Board of Directors of the Society. To ensure that a local school policy manual is developed and maintained. To ensure that the implementation of new policies is communicated to all parties concerned.
8. **Personnel:** to ensure that the Guidelines of the Society are followed as they relate to the recruitment, hiring, firing and evaluation of personnel. (This is to be achieved through close consultation with Pastor, Principal and Superintendent.)
9. **Liaison:** to establish liaison with the many groups and organizations within the parish community and the community at large. To ensure that parents are well informed of school policies and that they are familiar with the operations and purpose of the Education Committee.

- 10. **Long-range Planning:** to ensure that the Education Committee consider at least once a year, the long-range plans of the school. This includes an annual review of the school’s asset management study prepared by the Facilities & Maintenance person every 5 years.
- 11. **Superintendent’s Office:** to keep the Superintendent informed of all situations that could have a negative, though indirect effect, on the Society. This, in fact, recognizes the parish or regional Education Committee as an extension of the Society.

<i>Reference</i>	<i>Approved</i> Board of Directors
<i>Cross-reference</i>	<i>Date Approved</i> Pre - 1996
	<i>Date(s) Revised</i> 5 December 2017