



Rationale

The Board of Directors of CISVA recognizes the importance of having a representative from each parish Education Committee linked to the Society.

Policy

The Society Delegate on the Parish or Regional Education Committee is the direct link to the Society of the Catholic Independent Schools of Vancouver Archdiocese.

The position of Society Delegate should be drawn from the membership of the local Education Committee. It is often the Chairperson or Vice-chairperson but can also be another member of the Committee.

Procedure

The Society Delegate has the following functions and responsibilities:

1. To stand for election to the Board of Directors at the Annual General Meeting.
2. To attend and report back to their Education Committee on all Society meetings.
3. To be the liaison between the Parish/ Regional Education Committee and the Board of Directors and to report as appropriate.
4. The Society Delegate is responsible for keeping abreast of all policy changes and developments within CISVA as highlighted and amended from time to time in the CISVA Policy Manual (available at www.cisva.bc.ca) and will ensure that such changes are communicated to the Education Committee directly as a specific agenda item as required. This is to ensure that all members of the Committee are well aware of any policy amendments or the introduction of new policy and its implications. It entails working with the Principal and Education Committee to ensure that such changes are implemented.
5. The Society Delegate is responsible for ensuring that policy requirements as they relate to Education Committee members are carried out and completed. These include ensuring:
 - a. that the CISVA Policy manual is readily available and at hand during each Education Committee meeting in case clarification on a particular policy is needed (Policy 109)
 - b. completion by Education Committee members of the Annual Statement of Commitment (Policy 110)
 - c. that the correct documentation is completed and sent to the Superintendent's Office should a signatory for a school bank account change (Policy 204)
 - d. that on an annual basis, after Education Committee elections are held in the spring, to provide to the Superintendent's Office a full list of all Education Committee members attached as Annex A of this Policy
 - e. ensuring that any policy changes are reflected in local school policy as required
6. The following people are ineligible to be delegates to the Society:
 - a. employees of the Superintendent's Office;
 - b. spouses, children, parents, brothers and sisters of such employees; the spouses of teachers/principals employed by the CISVA.

Term of Office: The term of office for the delegate to the Society shall be one (1) year, renewable seven (7) times consecutively, for a maximum tenure of service of eight (8) years.

In cases where a Society Delegate is elected to the Board of Directors, the Delegate will have their term on the local Education Committee automatically extended for the term of such office.

Reference:	Approved: Board of Directors
Cross-reference: CISVA Policies 109, 110, 204	Date Approved: Pre - 1996
	Date(s) Revised: 6 September 2016