



**Rationale**

The CISVA Board of Directors recognizes the need for policies and procedures to assist Parish and Regional Education Committees fulfill their roles and responsibilities and by doing so help ensure the smooth functioning of CISVA schools.

**Policy**

The primary responsibility to keep up-to-date on policies relating to CISVA rests with each member of an Education Committee. These policies, which are available in electronic form on the CISVA website ([www.cisva.bc.ca](http://www.cisva.bc.ca)), provide much useful information on how CISVA schools are administered and run. It is incumbent upon all Education Committee members, particularly those new to the role, to familiarize themselves with these policies. They contain much pertinent information needed for Education Committee members to carry out their respective roles.

**Procedure**

1. Each member of a Parish or Regional Education Committee will regularly review the CISVA website to keep up-to-date on current policies and procedures.
2. It is the responsibility of the Society Delegate to insure that these policies are kept readily at hand during each Education Committee meeting.
3. With the availability of various digital technologies each member of an Education Committee is encouraged to bookmark the CISVA website link for ease of reference.

Reference:	Approved: Board of Directors
Cross-reference:	Date Approved: Pre - 1996
	Date(s) Revised: 1 March 2005 6 September 2016