



Rationale

CISVA Policies and Procedures exist for Education Committees to function effectively.

Policy

When parishioners allow their name to stand for election or appointment to a Parish or Regional Education Committee (PEC or REC), they are agreeing to adhere to the responsibilities and expectations of a Committee member and CISVA Policies and Procedures. They must conduct themselves in a way that will foster collaboration and Christian community and put into practice the philosophy of Catholic education as promulgated by the Catholic Bishops of British Columbia.¹

Procedure

Education Committee members are expected to accept the following responsibilities and commitments:

1. Agency

- 1.1 Acknowledge that Catholic schools function within the structure of the Catholic Church and are an expression of its mission.
- 1.2 Understand that the Catholic school that they are called to serve functions within the structure of the Catholic Independent School Vancouver Archdiocese (CISVA).
- 1.3 Understand that the role of the Education Committee is to implement policies and decisions of the CISVA Board of Directors.
- 1.4 Commit to becoming more knowledgeable of CISVA Policies and endeavour to become more knowledgeable about Catholic education, its mission, and educational and religious goals.
- 1.5 Promote Catholic education, its values and benefits to the community.

2. Authority

- 2.1 Develop local policies in collaboration with the Principal and Pastor. Local policies must not supersede provincial or federal legislation or CISVA policy.
- 2.2 Participate in long-term planning in consultation with school stakeholders: Pastor, Principal, parents. Examples include, financial plans and strategic plans.
- 2.3 Ensure the safe and orderly operation of the school in the following areas: collection of fees, payment of operating expenses, facilities, maintenance, parent participation, etc.
- 2.4 Assume other duties as are assigned to Education Committees from time to time by CISVA.

¹ Catholic Bishops of British Columbia, Pastoral Letter of Catholic Education, (4 November 2016).



3. Administrative Relationships

- 3.1 Support and recognize the Principal as the educational leader and chief administrator in the school.
- 3.2 Work in harmony with the Pastor and parish organizations.
- 3.3 Understand that in matters that affect the Catholicity of the schools, the approval of the Pastor/Archbishop's Representative is required.
- 3.4 If in the carrying out of their responsibilities the Pastor/Archbishop's representative and the Education Committee come to an impasse they cannot resolve they may appeal to the Board of Directors of the Society.
- 3.5 Pray for other members of the Committee, Catholic schools and the communities they serve.

4. Conduct and Confidentiality

- 4.1 Attend regular, extraordinary and sub-committee meetings and participate in discussion and decisions to the best of their ability.
- 4.2 Be fully and thoroughly prepared for each meeting by completing the required Committee work or reports.
- 4.3 Share and utilize their knowledge and experience for the betterment of the Committee's work and the school as a whole.
- 4.4 Be loyal and supportive of Committee decisions.
- 4.5 Be open to stand for election to the executive of their Committee and act as a member of a sub-committee as elected and/or assigned.
- 4.6 Recognize that they do not officially represent the Committee unless explicitly authorized to do so.
- 4.7 Ensure confidentiality of all matters dealt in confidence and in camera.
- 4.8 Disqualify themselves from discussion and voting on issues where there may be a conflict of interest.

5. Finances

- 5.1 Recommend to the Superintendent and receive his/her permission before increasing or decreasing enrolment by adding or deleting the number of classes or grades. The



Superintendent must seek approval of the Board of Directors when the decision could impact other schools or have implication for future capital costs.

- 5.2 Prepare the budget for the operation and maintenance of the school. Such a budget requires approval of the Pastor/Archbishop's Representative.
- 5.3 Ensure that proper books and financial records are kept for the purposes of claiming government grants and issuing tax receipts. The Education Committee will complete and submit reports and other documents as may be required by the Board of Directors or the Superintendent.

6. Personnel

- 6.1 Ensure adherence to CISVA Policy 306 in relation to hiring of school personnel and Policy 304 in cases on non-renewal of school personnel.

7. Removal from Office

- 7.1 A member of an Education Committee who ceases to fulfill those conditions of eligibility to hold office, which pertain to membership in the parish or practice of the faith, or who at any time falls into one of the exceptions defined in Policy 107 – Education Committee Elections (see section 1.4, “Procedures before Elections, Eligible for Nominations”) automatically ceases to be a member.
- 7.2 A member of an Education Committee may be removed from office for conduct unbecoming a member and/or for action contrary to the spirit of the philosophy of Catholic education as promulgated by the Catholic Bishops of British Columbia.²

Such a decision by an Education Committee requires a two-thirds majority vote of the Committee. A member so removed may appeal to the Board of Directors of CISVA.
- 7.3 A member of an Education Committee, after missing three (3) consecutive monthly meetings, may be removed from office by a two-thirds majority vote of the Committee.
- 7.4 CISVA reserves the right to remove Education Committee members for just cause.
- 7.5 Loss of membership on an Education Committee automatically will result in the loss of any membership and offices in the Catholic Independent Schools of Vancouver Archdiocese.

² Catholic Bishops of British Columbia, Pastoral Letter of Catholic Education, (4 November 2016).



Governance

Education Committee Responsibilities

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