

## **BOARD INFORMATION PACKAGE**

### **BACKGROUND**

St Charles Catholic School is a not-for profit independent school with a 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. It is managed by two boards: a Corporate Board comprised of the five parish leaders and owners responsible for the Catholicity and overall mission of the school and a Management Board of Directors responsible for the general management, strategic planning and policy development.

The Management Board of Directors consists of a minimum of 11 directors: one representative from each parish, the parent advisory chairperson, the corporate board chair and four parent representatives. Additional positions are reserved for specialists as required. Together with the Principal, the Management Board of Directors participate in the decision making process of the Board. In addition, directors take on a portfolio dependent on the current needs of the Board and school. Needs may vary over time and include, but are not limited to, fundraising, capital campaign, maintenance, finance, marketing and legal expertise/experience. The Board may be called upon to support the Principal but does not involve itself with the day-to-day administration and operation of the school.

### **GUIDELINES:**

As per St. Charles Catholic School By-law 5.01 regarding the vacancy of a parent board position:  
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** – Directors must maintain confidentiality of all Board discussions including those relating to personnel matters, student information, legal matters and other information deemed sensitive by the Board. 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 annually.
- (b) **Attendance** – Directors are expected to attend Board meetings every four to six weeks. Parent Board Members are expected to attend Parent Advisory Committee meetings. All Board Members are expected to attend school and community events when possible.
- (c) **Term** – Parent representatives serve a two year term beginning July of the year of appointment or election. Terms may be renewed with Board approval.
- (d) **Conflict of Interest** – Directors are expected to disqualify themselves from discussions and votes on issues where there is a conflict of interest with their family or business or if the outcome will grant the member or his/her family any pecuniary or material benefit.
- (e) **Collaboration & 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. Directors will remain loyal to Board decisions despite being personally opposed. Effective boardmanship means being able to hold the minority viewpoint when voting on a given issue, then openly supporting the majority consensus position.
- (f) **Commitment** – All Board Members are required to work on a designated portfolio or committee. Committee work can require anywhere from 2 to 15 hours of commitment 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:
Work Address:	Home Address:
Work Phone:	Home Phone:
Work email:	Home email:
Candidate for the position of:  <b>Parent Member Mgt Board of Directors</b>	Documentation Attached (all required)  <input type="checkbox"/> Letter of Interest <input type="checkbox"/> Resume/Statement of Qualifications

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 above as well as the Board Members Code of Conduct and Confidentiality Agreement.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

- Fundraising
- Finance
- Alumni
- Maintenance

- Capital Campaign
- Marketing
- Governance
- Other \_\_\_\_\_