

APPENDIX C:

OPERATING GUIDELINES FOR Queen of Heaven CATHOLIC SCHOOL ADVISORY COUNCIL:

COMMITTEES

1. Committees shall be appointed by the School Council according to the needs of the community. Each committee is chaired by a member of the School Council. The Committee Chair is responsible to the Council for the actions of the committee. Committees should formulate a plan and present it to Council for input and approval before implementation. Should time constraints complicate the approval process of committee activities, the Committee Chair should contact the Council Chair (or designate) to poll the Council out of meeting. Any written communication between the committee and the school community must be approved by the school principal before distribution.
2. Committee and sub-committee membership must be open to any member of the school community and notification of meetings must be posted in advance of the meeting.
3. Minutes should be taken at all committee and sub-committee meetings and distributed to all Council members on a monthly basis. These minutes should also be publicly available.
4. Committees should adhere to the operating policy V-04 of the Halton Catholic District School Board governing school fundraising activities. When committees present plans to Council for approval, included in the plan should be the relevant financial information as well as estimated revenue from the event/function and all associated costs. As part of the approval process Council will review this financial information. Once approved, every effort should be made to keep the cost within the estimates approved by Council. Should it appear that the expenditures will exceed 10%, or if the initial estimates change significantly, the committee should go back to Council for re-approval. Committees and sub-committees will be directly responsible for the collection and reconciliation of the funds for its events/functions and these funds are not to leave school premises. The treasurer will be responsible for the deposit of any funds into school safe along with principal or designate.
5. Proposed events/functions must be approved by the school principal before being presented to Council so that issues such as liability and availability can be explored.