

**CHARTER OF  
THE COMMUNITY RELATIONS COMMITTEE  
OF THE ST. THERESA OF LISIEUX CATHOLIC HIGH SCHOOL  
ADVISORY COUNCIL**

**1. PURPOSE AND RESPONSIBILITIES:**

The primary purpose of the Committee is to assist the Catholic High School Advisory Council in fulfilling its objectives including, but not limited to, promoting communication amongst the Catholic High School Advisory Council, parents, students and the Catholic School Community through various means such as events, workshops, newsletters and other communication forums.

**2. DEFINITIONS AND INTERPRETATIONS:**

**2.1 Definitions**

In this Charter:

- (a) “Catholic School Community” means the students, the parent/guardians of students enrolled in the School, the School staff members, the pastor(s) or designate, the School trustee(s) and all School ratepayers within the area serviced by the School;
- (b) “Catholic School Council” means the St. Theresa of Lisieux Catholic High School Advisory Council;
- (c) “Committee” means the community relations committee of the Catholic School Council;
- (d) “Chair” means the Chair of the Committee;
- (e) “Parent Member” means a member of the Catholic School Council; and
- (f) “School” means St. Theresa of Lisieux Catholic High School.

**2.2 Interpretations**

The provisions of this Charter are subject to the provisions of the Catholic School Council’s Constitution General By-law and the Acts and Regulations referred to therein.

### **3. ESTABLISHMENT AND COMPOSITION OF THE COMMITTEE:**

#### **3.1 Establishment of Committee**

At the first meeting of the School year of the Catholic School Council, membership to the Committee shall be established. Parent members or members of the Catholic School Community shall put forth their names on a voluntary basis. Membership will be drawn first from the Parent Members. The Secretary of the Catholic School Council will record in the minutes of the Catholic School Council the names of the members of the Committee determined for the School Year.

#### **3.2 Number of Members**

The Committee shall consist of three or more members of the Catholic School Council or other members of the Community. The Chair of the Catholic School Council and the Principal of the School shall be ex-officio members of the Committee.

### **4. COMMITTEE MEETINGS:**

#### **4.1 Quorum**

A quorum of the Committee shall be a majority of Committee members.

#### **4.2 Chair**

At the first meeting of the Committee, the members of the Committee shall designate from amongst themselves a Parent Member to be Chair of the Committee. The Chair of the Committee shall, in consultation with the Chair of the Catholic School Council, prepare an agenda for all meetings of the Committee.

#### **4.3 Secretary**

The Chair may designate a member of the Committee to be Secretary of the Committee, to record Minutes of meetings if required and to maintain records of the Committee in the Library of the School.

#### **4.4 Time and Place of Meetings**

The Committee shall determine the time and place of meetings, the calling of meetings and the procedures at all such meetings throughout the School Year.

#### **4.5 Voting**

Each member of the Committee, with the exception of the Principal of the School, shall have the right to vote on matters brought before the Committee.

#### **4.6 Authority of the Committee**

The Committee shall have authority to make recommendations to the Catholic School Council, but shall have no decision-making authority, other than as specifically contemplated in this Charter.

#### **4.7 Reporting to the Catholic School Council**

The Committee shall report to the Catholic School Council at its next meeting the proceedings at the meetings of the Committee and all recommendations made by the Committee.

### **5. RESPONSIBILITIES OF THE COMMITTEE:**

- 5.1 Raise the profile of the Catholic School Council and the Catholic Student Council directly to parents and students in large group situations, encouraging participation and involvement by parents and students.
- 5.2 Host, together with the School Guidance Department, the School Orientation Programs, "Getting Ready for High School" and "Getting Ready for High School" for students in Grade 8 who are entering Grade 9 and their parents, to familiarize them with the protocols and procedures of the School.
- 5.3 Ensure that enrolment information reaches parents within the School Community, including parents from non-feeder schools and out of area registrations.
- 5.4 Develop a communications strategy for traffic issues at the School. Implement safety-awareness programs and communicate them to the parents, students and School Community.

### **6. CHARTER REVIEW**

The Committee shall review this Charter annually and recommend its changes, if any, to the Catholic School Council.