

**CHARTER OF
THE SOCIAL 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 School Council in fulfilling its objectives including, but not limited to, planning, supporting and providing volunteers for functions and activities of the Catholic School Council and the School.

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 social 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 Catholic School 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 the 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:**

As and when required at functions and activities,

- 5.1 Plan, support and organize volunteers.
- 5.2 Provide refreshments, light snacks and flowers.
- 5.3 Set up a table for the community relations committee to provide information about the School and the Catholic School Council.
- 5.4 Provide nametags for volunteers.
- 5.5 Ensure that the Catholic School Council Banner is prominently displayed and when not in use, returned and stored safely at the School.
- 5.6 Ensure that surplus items are retained in appropriate containers / boxes marked "STL Social Committee" and stored at the School in a location designed by the School Administration.
- 5.7 Ensure that janitorial staff set up tables for events at the appropriate date and time.
- 5.8 Ensure that the coffee pot is removed from the School safe at the appropriate time.
- 5.9 Ensure that the trolley cart is obtained from the School office at the appropriate time on the Staff Appreciation Breakfast Day or when needed at other events.

5.10 Annually in October, request the Catholic School Council to provide funds to the Committee in the amount of \$200.00 to cover the purchase of sundry items to support the functions and activities for the School Year.

5.11 Annually in April, request the Catholic School Council to provide funds to the Committee in an amount not to exceed \$350.00, to cover the purchase of food, beverages, utensils and bowls for the Staff Appreciation Breakfast.

6. CHARTER REVIEW

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