



YORK CATHOLIC DISTRICT SCHOOL BOARD

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CATHOLIC SCHOOL COUNCILS

1. PURPOSE

The York Catholic District School Board, as per the *Education Act*, Ontario Regulation 612/00, *School Councils and Parent Involvement Committees*, requires that a Catholic School Council will assist the school in engaging parents to improve student achievement, and in developing positive communication links with home, church and the broader school community. In accordance with section 2(2) of the Ontario Regulation 612/00, the Catholic School Council's primary purpose is to propose recommendations in accordance with this Regulation to the Principal of the school and the Board that established the council. The Catholic School Council will also assist the school in realizing its goals and mission as well as the Board's vision.

2. OBJECTIVE

It is the policy of the York Catholic District School Board that each school will establish a Catholic School Council and adhere to the provisions outlined in York Catholic District School Board's Catholic School Council Constitution and all other applicable legislation.

3. PARAMETERS

3.1 General

- 3.1.1 A Catholic School Council is an advisory body to the Principal and the Board whose primary means of achieving its purpose is by making recommendations in accordance with Ontario Regulation 612/00 s.2(1).
- 3.1.2 Schools will make every attempt to reflect the diversity of the school community within the membership of the Catholic School Council in order to encourage Parent/Guardian engagement and include the voices of all stakeholders (*Ministry of Education: School Councils: A Guide for Members*, s. 3.1).
- 3.1.3 Catholic School Council elections shall be held within the first thirty (30) calendar days of each school year, on a date that is fixed by the current Chair

or Co-Chairs of the Catholic School Council in consultation with the Principal [Ontario Regulation 612/00, s. 4(4)].


- 3.1.4 In accordance with section 4(5) of the Ontario Regulation 612/00, an election of parent members of a Catholic School Council shall be,
 - (i) in person, at a location that is accessible by the public;
 - (ii) by electronic or telephonic means; or
 - (iii) both in person, at a designated location, and by electronic or telephonic means.
- 3.1.5 Fourteen (14) days prior to the election date of parent members, the principal of the school, on behalf of the Catholic School Council, shall give written notice of the date, time and location of the election to every parent of a student who is enrolled in the school [Ontario Regulation 612/00, s.4 (6)].
 - 3.1.5.1 The notice may be given to the parent's child for the delivery to his or her parent; and
 - 3.1.5.2 Posting the notice in a designated location in the school that is visible to parents;
 - 3.1.5.3 Delivering the notice to the parent by email or by electronic means;
 - 3.1.5.4 Posting the notice on the school's website.
- 3.1.6 The election of parent members shall be by secret ballot [Ontario Regulation 612/00, s.4 (8)].
- 3.1.7 If a new school is established, the first election of parent members to the school council shall be held during the first 30 days of the school year [Ontario Regulation 612/00, s. 4(5)].
- 3.1.8 The Board shall solicit the views of the Catholic School Council with respect to Board matters as outlined in the Ontario Regulation 612/00 (s.19).
- 3.1.9 Where there is a particular concern, the Catholic School Council may also make a delegation to the Board in accordance with Policy 106, *Delegations to the Board*.
- 3.1.10 The school community may be invited to provide input to the Catholic School Council. In its role as an Advisory body, it is the responsibility of the Catholic School Council to come to a final decision/position with respect to the issue/topic being addressed. The Principal shall make their final determination once all input from the Catholic School Council has been reviewed.
- 3.1.11 The Catholic School Council shall establish goals, priorities and procedures [Ontario Regulation 612/00 s.15]. The Catholic School Council Constitution provided by the Board shall be reviewed at the first meeting of the newly elected Catholic School Council.
- 3.1.12 All Catholic School Council members, who have direct and regular contact with students shall provide proof of Vulnerable Sector Check or an Enhanced Police

Information Check (E-PIC) obtainable from the York Regional Police at www.yrp.ca.

- 3.1.13 All Catholic School Council members who have direct and regular handling of Catholic School Council finances shall fulfill their responsibilities in accordance with YCDSB Policy 603A *School Fundraising*.
- 3.1.14 All Catholic School Council members are mandated to keep student information confidential.
- 3.1.15 There will be no honorarium paid to any person serving as a member of the Catholic School Council [Ontario Regulation 612/00, s.11(1)].
- 3.1.16 The Principal shall ensure that no partisan information is distributed on school premises.
- 3.1.17 Board personnel and the York Catholic Parent Involvement Commitment (YCPIC) will organize information and training sessions to enable Catholic School Council Members to develop their skills.
- 3.1.18 The York Catholic District School Board reserves the right to disband a Catholic School Council in the event of a conflict that cannot be resolved, and/or behaviour contrary to the Council's role and responsibilities. Elections to reconstitute a new Catholic School Council will be held in accordance with Ontario Regulation 612/00.

3.2 Membership: Composition & Term of Office

- 3.2.1 All members on a Catholic School Council are valued and equal partners. Each elected or appointed member, receives one vote.
 - 3.2.1.1 The principal of the school does not participate in votes taken by the school council or by a committee of the school council.
- 3.2.2 The Board encourages all Catholic School Councils to have student representation.
- 3.2.3 Membership on the Catholic School Council shall be determined in the following manner:
 - 3.2.3.1 Parent/Guardian representatives shall be elected by Parents and Guardians of students enrolled in the school;
 - 3.2.3.2 Elementary and Secondary Student representatives shall be elected by students enrolled in the school;
 - 3.2.3.3 One teacher representative shall be elected by members of the teaching staff assigned to the school;
 - 3.2.3.4 One non-teaching representative employee shall be elected by non-teaching employees assigned to the school (i.e.: Secretaries, Custodian Educational Assistants, Educational Intervenors, Designated Early Childhood Educators, Lunchtime Supervisors, Office Support Workers);

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- 3.2.3.5 One School Community representative shall be appointed by the Catholic School Council;
 - 3.2.3.6 One Ontario Association of Parents in Catholic Education (OAPCE) representative. The designated OAPCE representative shall be a Parent/Guardian of a student currently enrolled in the school.
 - 3.2.3.7 Parish Representative(s) designated by the Parish or Parishes affiliated with the school;
 - 3.2.3.8 The Chair of the Catholic School Council shall be a member who is a Parent/Guardian of a student enrolled at the school, and shall be elected by the Catholic School Council [Ontario Regulation 612/00 s8(2)];
 - 3.2.3.9 The Principal shall be a designated, non-voting member.
- 3.2.4 The membership of a Catholic School Council shall not exceed 25 parents.
- 3.2.5 Parent/Guardian(s) shall form the majority of members on the Catholic School Council.
- 3.2.5.1 Where the number of persons running for positions on Catholic School Council exceeds the number of positions available; there shall be a limitation imposed of only one person per household being allowed to hold a position.
 - 3.2.5.2 Where the number of members is fewer than 25 persons two members of the same household may run, hold a position and exercise their right to vote.
- 3.2.6 A person who is employed by the board cannot be the Chair or Co-Chair of the Catholic School Council [Ontario Regulation 612/00 s.8(3)].
- 3.2.7 The Principal will communicate with the Pastor of the Parish or Parishes affiliated with the school to confirm a Parish Representative who will be designated as a member of the Catholic School Council. In a situation where a school is affiliated with more than one Parish, representation must be sought from all Parishes concerned. If more than one Parish Representative is designated from the affiliated Parishes, it must be understood that only one vote is allocated to this position.
- 3.2.8 A person is not qualified to be a parent member of the Catholic School Council if they are employed at the school their child attends, and may only be elected as either the teaching or non-teaching staff representative (i.e.: An Office Support Worker is a Board employee, part of a Union and has a permanent position. Therefore, this person would qualify for election only as a non-teaching representative).
- 3.2.9 A person who fulfills a staff's absence on an emergency basis but is not a certified teacher of the Board and is not part of a Union nor holds a permanent position, may be elected to the Catholic School Council as a parent member if they have a child attending the school.
- 3.2.10 A parent, who is employed by the board but does not work at the school their children attend, may be elected as a parent member as long as they declare to

other parents that they are employed by the school board prior to their election. This information shall be recorded in the minutes of the first Catholic School Council meeting.

- 3.2.11 The term of office for elected and appointed positions on a Catholic School Council shall not exceed one year. A member of a Catholic School Council may be re-elected or reappointed (Ontario Regulation 612/00 s.6).
- 3.2.12 A vacancy in the membership of the Catholic School Council shall be filled by election or by appointment, in accordance with the Constitution. If an election is to occur to fill a vacancy, then the election rules set out in Ontario Regulation 612/00 apply (Ontario Regulation 612/00 s.7)

3.3 Meetings

- 3.3.1 All Catholic School Councils shall hold a minimum of four meetings per year [Ontario Regulation 612/00 s.12(1)].
- 3.3.2 A Catholic school council shall meet within the first 35 days of the school year after the election is held. The date for the initial meeting shall be determined by the principal of the school [Ontario Regulation 612/00,s.12(2)].
- 3.3.3 All Catholic School Council meetings, Executive meetings and Subcommittee meetings shall be held,
 - (i) in person, on school premises or at a location accessible to the public and open to all members of the school community [Ontario Regulation 612/00, s.12(6)].
 - (ii) by electronic or telephonic means; or
 - (iii) both in person, at a location described in clause (i) and by electronic means.
- 3.3.3.1 A member of a school council who participates in a meeting through electronic or telephonic means shall be deemed present in the meeting.
- 3.3.4 The Principal shall, on behalf of the Catholic School Council, give written notice of the dates, times and locations of the meetings of the council to every parent/guardian of a student who is enrolled in the school [Ontario Regulation 612/00 s 12(7)].
- 3.3.5 The notice provided by the Principal and required by subsection 3.3.4 may be given by doing one or more of the following:
 - (i) Giving the notice to the parent by email or by other electronic means.
 - (ii) Posting the notice in a designated location in the school in a location that is visible to parents.
 - (iii) Delivering the notice to the parent by email or by other electronic means.
 - (iv) Posting the notice on the school's website.
- 3.3.6 All Catholic School Councils shall make every reasonable effort to avoid scheduling Catholic School Council meetings on evenings of scheduled Board meetings to enable Trustees the opportunity to attend.

3.4 Committees

- 3.4.1 A Catholic School Council may, in accordance with its by-laws, establish committees to make recommendations to the Catholic School Council [Ontario Regulation 612/00 s.13(1)].

3.5 Establishing By-Laws/ Review of Constitution

- 3.5.1 The Catholic School Council must familiarize themselves with the Constitution on an annual basis, as soon as possible after the Catholic School Council meets for the first time to address the following as outlined in Ontario Regulation 612/00 s.15:
 - 3.5.1.1 Election procedures;
 - 3.5.1.2 Filling vacancies; and,
 - 3.5.1.3 Conflict of interest and conflict resolution procedures.
- 3.5.2 The Catholic School Council Constitution must be revised in accordance with any amended legislation governing the operation of a school council.

3.6 Minutes and Financial Records

- 3.6.1 A Catholic school council shall keep minutes of all of its meetings and records of all of its financial transactions.
- 3.6.2 The minutes of Catholic School Council meetings and records of financial transactions shall be accessible by any person at the school for examination.
- 3.6.3 The recorded minutes of all the Catholic School Council meetings and records financial transactions shall be submitted to the Principal of the school.
- 3.6.4 Accurate accounting shall be maintained by the Principal and the Treasurer of the Catholic School Council to comply with the requirement of accountability and transparency to the school community.
- 3.6.5 Subsections (3.6.1) and (3.6.2) do not apply to minutes and records that are more than four years old.

3.7 Fundraising

- 3.7.1 All fundraising activities shall be conducted in accordance with Board Policies and Guidelines (Policy 603A *School Fundraising* and Policy 603B *Fundraising for External Charitable Purposes*).
 - 3.7.1.1 Funds raised are to be used for a purpose approved by the Board and/or Principal. Catholic School Councils shall ensure that Catholic School Council funds and school resources are not used to promote a particular viewpoint (Ontario Regulation 612/00 s. 22).
 - 3.7.1.2 Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.
 - 3.7.1.3 In the event of a school consolidation/closure, the following will be adhered to as outlined in the Board's Procedure: *Transition Process for School Consolidation/Closure, Addendum to Policy 713 Pupil Accommodation Review of School* as follows:
 - 3.7.1.3.1 Any residual fundraising monies shall be proportionately distributed, based on student enrolment, to the affected schools; and,
 - 3.7.1.3.2 All school assets purchased through fundraising or General School Budget (GSB), shall be distributed equitably based on a needs assessment completed by Board staff, in

consultation with the appropriate School Superintendent(s) and Principals of the affected schools:

- (i) First, to the affected schools; and,
- (ii) Second, to other schools as identified by Board Staff.

3.8 Annual “Year-End” Report

- 3.8.1 All Catholic School Councils shall submit a written report annually on its activities to the principal of the school and to the board by September 20th each year [Ontario Regulation 612/00,s.24(1)]. Catholic School Councils should use the [template provided here](#) by the Board.
- 3.8.2 If the Catholic School Council engages in fundraising activities, the annual report shall include a report on those activities.
- 3.8.3 On behalf of the Catholic School Council, the principal shall give a copy of the report to every parent of a student who is enrolled in the school.
- 3.8.4 Subsection (3.8.3) may be complied with by doing one or more of the following:
 - (i) Giving a copy of the report to the parent’s child for delivery to the parent.
 - (ii) Posting a copy of the report in the school in a location that is accessible to parents.
 - (iii) Delivering a copy of the report to the parent by email or by other electronic means
 - (iv) Posting a copy of the report on the school’s website.

3.9 Electronic Mail Communication & Social Media

- 3.9.1 Only York Catholic District School Board staff, using a Board email address, can create, update and moderate information that is shared on the Board’s endorsed social media platform.
- 3.9.2 Catholic School Council members, and parents at large, are encouraged to follow Board/School social media accounts.
 - 3.9.2.1 All Catholic School Council communication must be approved by the Principal and posted only on the school website. Catholic School Councils shall not create social media accounts such as Facebook, Twitter, Instagram etc.
 - 3.9.2.2 All Catholic School Council content must be approved by the Council and the Principal before being published on the School website.
 - 3.9.2.3 In accordance with the *Municipal Freedom of Information and Privacy of Privacy Act*, only the Board/Schools have the authority to collect personal information and parental consent for the posting or sharing of student information, photos and videos.
 - 3.9.2.4 Catholic School Councils may provide content to the social media account via the Principal, but may not have access to post directly to the school social media account.
 - 3.9.2.5 Catholic School Council members shall promote and practice strong digital citizenship/discipleship when or if communicating on their personal accounts. When posting on the internet or emailing, members will not disclose any information that is confidential.

3.10 York Catholic Parent Involvement Committee (YCPIC)

- 3.10.1 The purpose of the York Catholic Parent Involvement Committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being [Ontario Regulation 612/00, s.27)].
- 3.10.2 The York Catholic Parent Involvement Committee shall work with Catholic School Councils of the Board and, through the Director of Education as per Ontario Regulation 612/00, s. 27 & 28 to:
 - 3.10.2.1 Share effective practices to help engage parents;
 - 3.10.2.2 Identify and reduce barriers to parent engagement;
 - 3.10.2.3 Help ensure that schools of the board create a welcoming environment for parents of its pupils;
 - 3.10.2.4 Develop skills and acquire knowledge that will assist the parent involvement committee and councils of the board with their work; and,
 - 3.10.2.5 Determine, in consultation with the Director of Education and in keeping with Board's policies, how funding, if any, provided under the *Education Act* for parent involvement is to be used.

3.11 Ontario Association of Parents in Catholic Education (OAPCE)

- 3.11.1 The Ontario Association of Parents in Catholic Education is established to,
 - 3.11.1.1 Respond to and represent the interests and concerns of Parent/Guardian(s) who have children enrolled in publicly funded Catholic schools with a focus on all aspects of student education: spiritual, academic, health and safety, as well as other issues which may arise from parent communication with the organization;
 - 3.11.1.2 Collaborate with local and provincial education partners to strengthen the voice of Catholic education.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Catholic School Councils policy and related guidelines.

4.2 Senior Administration

- 4.2.2 To support school communities with the implementation of and compliance with the Catholic School Councils policy and related guidelines.

4.3 Principal

- 4.3.1 To perform the duties as outlined in Ontario Regulation 612/00 *School Councils and Parent Involvement Committees* and Ontario Regulation 613/00 *Operation of Schools*.
- 4.3.2 To ensure compliance with the Catholic School Councils policy and related guidelines.
- 4.3.3 To make every effort to engage parents who reflect the diversity of the school community to be members of the Catholic School Council.
- 4.3.4 To facilitate the establishment of the Catholic School Council and assist in its operation.
- 4.3.5 To attend Catholic School Council meetings.
- 4.3.6 To support and promote Catholic School Council's activities that are consistent with the board's policy statement dealing with Catholic School Councils.

- 4.3.7 To seek input from the Catholic School Council in areas for which it has been assigned advisory responsibility.
- 4.3.8 To consult with the Catholic School Council on fundraising expenditures.
- 4.3.9 To Act as a resource on laws, regulations, board policies, and collective agreements.
- 4.3.10 To obtain and provide information required by the Catholic School Council to enable it to make informed decisions.
- 4.3.11 To communicate with the Chair of the Catholic School Council, as required.
- 4.3.12 To ensure that parent members are given written notice of the date and time of the location or means to access the election 14 days prior to the date of the election.
- 4.3.13 To ensure that all Catholic School Council meeting dates are posted on the Catholic School Council section of the School Website and in the School Calendar, and that all agendas and minutes are posted on the school website in a timely manner.
- 4.3.14 To ensure that the Catholic School Council's Annual "Year End" Report is submitted to the Board and posted to the Catholic School Council section of the School Website in a timely manner.
- 4.3.15 To ensure that copies of the agenda and minutes of all Catholic School Council meetings including Executive and Subcommittee meetings are kept at the school for four years.
- 4.3.16 To ensure that copies of all Catholic School Council, Executive and any Subcommittee Agendas, Minutes and the Annual "Year End" Report are shared with the Catholic School Council, all Parents/Guardians, local Trustee(s) and School Superintendent electronically, if possible, and in a timely manner.
- 4.3.17 To assist the Catholic School Council in communicating with the school community.
- 4.3.18 To contact the wider school community, local Trustee(s) and School Superintendent to notify of any change or cancellation of Catholic School Council meetings.
- 4.3.19 To present to the Catholic School the General School Budget and the School Bank Account allocations as well as all fundraising expenditures on a regular basis.
- 4.3.20 To maintain the authority to end and/or terminate the meeting, should inappropriate discussions about individual Parent/Guardian(s), students, staff, Trustees or other Catholic School Council members arise.

4.4 Catholic School Council

- 4.4.1 To fulfill the role of an advisory body to the school and board as follows:
 - 4.4.1.1 To respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer and/or Catholic School Council member and refrain from releasing that information to any person in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*;
 - 4.4.1.2 To coordinate the election procedures for Catholic School Councils to be held within the first thirty calendar days of the start of the school year;
 - 4.4.1.3 To promote the best interests of the school community;
 - 4.4.1.4 To communicate regularly, via the School Website or School Newsletters, with parents and other members of the school community seeking their views and preferences with regard to matters being addressed by the Catholic School Council; and,

- 4.4.1.5 To report on the activities of the Catholic School Council to the school community and Board as required.
- 4.4.2 To maintain a school-wide focus on all issues with sensitivity to the school's needs, culture and demographics.
- 4.4.3 To respect that Catholic School Council meetings are not a forum for discussion about individual Parent/Guardian(s), students, staff, trustees or other Catholic School Council members.
- 4.4.4 To respond to Board requests regarding policies under review in a timely manner.

5. DEFINITIONS

5.1 Advisory Body

A group established to provide advice and recommendations. An advisory body does not have final decision-making powers.

5.2 Constitution

A document that defines the structure of the Catholic School Council and sets out the principles according to which the council is governed. Catholic School Councils are not required to develop lengthy Constitutions, since Ontario Regulation 612/00 sets out the mandate and roles and responsibilities for School Councils.

5.3 Digital Citizenship/Discipleship

The norms of appropriate, responsible behaviour with regard to technology use. It encompasses digital literacy, ethics, etiquette, online safety, rights, culture, wellness and copyright.

5.4 Diversity

The presence of a wide range of human qualities and attributes within a group, organization or society. The dimensions of diversity include, but are not limited to, age, ancestry, culture, ethnicity, gender identity, gender expression, language, physical and intellectual ability, race, religion, sex, sexual orientation and socio-economic status.

5.5 Electronic Communication & Social Media

Any software, application(s), e-mail, SMS (Texting) and website(s) which enable users to access, create, download, exchange and store information online.

5.6 Personal Information

In accordance with Ontario's *Personal Information Protection and Electronic Documents Act (PIPEDA)*, personal information includes:

- Name, race, ethnic origin, religion, marital status, educational level
- E-mail address and messages, Internet Protocol (IP) address
- Age, height, weight, medical records, blood type, DNA code, fingerprints, voiceprint
- Income, purchases, spending habits, banking information, credit/debit card data, loan or credit reports, tax returns
- Social Insurance Number (SIN) or other identification numbers

5.7 School Community

All Parent/Guardian(s) who have children enrolled in the school as well as stakeholders within the designated school boundary including, but not limited to staff, local pastor(s), parish representative, community representative and/or residents.

6. CROSS REFERENCES

Legislation

Education Act, [Ontario Regulation 612/00 School Councils and Parent Involvement Committees](#)

Education Act, [Ontario Regulation 613/00 Operation of Schools](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Ontario Ministry of Education School Councils: A Guide for Members, 2001, Revised 2002](#)

YCDSB Policies

[Policy 106 Delegations to the Board](#)

[Policy 201 Healthy Schools](#)

[Policy 201A Healthy Schools – Eating & Nutrition](#)

[Policy 205 Student Government](#)

[Policy 317 Electronic Communications & Social Media](#)

[Policy 603A School Fundraising](#)

[Policy 603B Fundraising for External Charitable Purposes](#)

[Policy 608 Volunteers in Schools](#)

[Policy 713 Pupil Accommodation Review](#)

[Policy 803 School Generated Funds](#)

YCDSB Procedures

YCDSB [School Generated Funds Administrative Procedure](#)

YCDSB [Transition Process for School Consolidation/Closure Procedure](#)

CATHOLIC SCHOOL COUNCILS

GUIDELINES

1. Role of Catholic School Council Members

- 1.1 Provide informed advice to the Principal on matters related to student achievement, well-being and continuous school improvement
- 1.2 Maintain a school-wide perspective on issues
- 1.3 Participate in Catholic School Council meetings
- 1.4 Participate in information and training programs
- 1.5 Act as a link between the Catholic School Council and the school community
- 1.6 Encourage the participation of all Parent/Guardian(s) and of other people within the school community
- 1.7 Respect the confidentiality of all information that may be received regarding any pupils or staff while being a volunteer and/or Catholic School Council member and refrain from releasing that information to any person in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

2. Role of Catholic School Council Chair/Co Chair

- 2.1 Call Catholic School Council meetings; (minimum of four per year – first meeting to be held within 35 days of the start of the school year)
- 2.2 New members to the Catholic School Council Executive should attend the Catholic School Council Orientation Workshop offered by the York Catholic Parent Involvement Committee held annually in the Fall
- 2.3 Prepare, in concert with the Principal, the agenda for Catholic School Council, Executive or Subcommittee meetings
- 2.4 Chair Catholic School Council meetings
- 2.5 Ensure that the minutes of Catholic School Council, Executive or Subcommittee meetings are recorded, maintained and kept for four years
- 2.6 Participate in information and training programs
- 2.7 Communicate with the school Principal as required
- 2.8 Ensure that there is regular communication with the school community posted on the Catholic School Council section of the school website
- 2.9 Consult with senior board staff and Trustees, as required, and submit annually a written report of the Catholic School Council activities to the Principal and the Board. This Year-End Report will be posted on the school website.
- 2.10 Respect the confidentiality of all information that may be received regarding any pupils or staff while being a volunteer and/or Catholic School Council member and refrain from releasing that information to any person in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*

3. Role of Catholic School Council Secretary

- 3.1 Ensure that the minutes of the Catholic School Council meetings are recorded and retained for a minimum of four years
- 3.2 Keep a record of the proceedings of all other Catholic School Council meetings (i.e.: Executive or Sub-Committee meetings) for a minimum of four years
- 3.3 Attend to all official correspondence and communication, posting of notices and filing of records as directed by the Catholic School Council in collaboration with the Chair and Principal, and in accordance with Board policies and procedures.

4. Role of Catholic School Council Treasurer

- 4.1 Entrusted with the receipt, care and management of all Catholic School Council funds in accordance with Board policies and procedures
- 4.2 Prepare all deposits and ensure that they are signed by both the Treasurer and Chair or Co-Chair
- 4.3 Ensure that all deposits are prepared by a minimum of two (2) Catholic School Council members, one being the Treasurer, to confirm deposit amounts
- 4.4 Prepare all documentation for the payment of invoices authorized by the Catholic School Council
- 4.5 Provide an account of all transactions and a current financial statement (budget vs. actual analysis) at regular Catholic School Council meetings, or whenever required
- 4.6 Ensure that all financial records of the Catholic School Council remain at the School and are available for audit purposes
- 4.7 Prepare a full Financial Statement prior to the Catholic School Council's Annual General Meeting
- 4.8 Develop budget proposals based on Catholic School Council approved expenditures
- 4.9 Retain all financial records for four years.