



St Edmond Catholic School Board

Policy Charter

St. Edmond Catholic School partners with families in providing their children an excellent Catholic education, holistic formation, and a community in which Christian discipleship is our goal

Committee Name: Policy

Current Committee Chair: John Engler

Committee Mission

The purpose of the Policy Committee is to create a clear, well communicated process for creating and reviewing the School's policies as a way to provide continuous improvement to the governance of St. Edmond Catholic School.

Saint Edmond Catholic School Board Responsibilities

- Keep a current inventory of all School and Diocesan policies
- Assess existing policies for coverage, including consistency or conflict with other policies, evaluate current practice of compliance with the policies, and distinguish between policies and procedures.
- Create a policy repository to serve as an authoritative source for policies.
- Assist in communicating policies to the stakeholders of St. Edmond Catholic School and facilitate compliance
- Develop a process and governance framework through which institutional policies are formulated, vetted, approved, reviewed and maintained, communicated, and enforced

Committee Member Roles & Responsibilities

Committee members have the following major roles within the committee:

1. Attend meetings: The Policy Committee will meet on at least a quarterly basis at a time and date that will allow the maximum participation in the activities of the Committee.
2. Attendance and participation should be active to remain on the committee.
3. Provide suggestions for agenda items
4. Provide information and resources
5. Participate in committee's discussion, analysis, and deliberation of issues, including specific assigned tasks.
6. Provide recommendations for improvement
7. Represent the committee at official functions and meetings
8. Accept committee appointments
9. Read and acceptance of committee appointment of roles and responsibilities
10. Annually evaluate and update the committee's achievements based upon the Strategic Plan.

Structure of the Committee

Representatives from the following areas:

- St Edmond School Board (Chair)
- St Edmond Staff
- Stakeholders
- Parents

All of the members of the committee are persons who are knowledgeable in the area of establishing policy including the differences between creating and enforcing policy, administrative action, rule-making and procedural action.

Composition: The committee should consist of 5 - 7 members depending on agenda items)

Nominations and Appointment of Committee Members

Nominations can come from any source, and will come to the Committee for consideration. When changes in membership are necessary, recommendations for replacement members should be solicited from the committee, Saint Edmond Catholic School Board, and School Administration.

The appointment of members (new or replacement) should be made by written notification of their appointment to the (appointed St Edmond Staff Member). A person can choose to exit a committee by turning in a resignation notice to the committee chair.

Committee Officer and Members

Chairperson

The primary function of the Chair is to provide leadership at all meetings. Responsibilities of the Chair will vary depending on the needs of the committee

1. Cooperate with the St Edmond Catholic School Board and Committee members in choosing meeting dates, and securing needed information and following up on activities.
2. Timely prepare and distribute an agenda and minutes for each meeting.
3. Preside at committee meetings.
4. Develop a desirable working relationship among committee members.
5. Give and encourage committee members an opportunity to express their opinions.
6. Obtain general agreement of members and relay recommendations back to the QIT and Catholic School Board.
7. Verify that committee recommendations appear correctly in the minutes.
8. Represent the committee at official functions and meetings including the monthly school board meeting.
9. Organize and appoint work groups within the committee.
10. Assist in identifying new committee members.
11. Assist in identifying the committee goals, objectives, agendas, calendar and dates in conjunction with committee members.
12. Submit electronically to the appointed St Edmond Staff member copies of agenda, minutes and attendance records after each meeting.

Committee Minutes

Committee minutes shall be taken at all meetings and be representative and produce high quality and accurate recording of the required action steps, timetables for action, decision-making and intended results. Committee minutes should also include:

1. Saint Edmond Catholic School Mission Statement
2. Use of the standard Strategic Planning reporting template for minutes
3. Record and track attendance

St Edmond Staff Liaison

Person responsible to represent and communicate between the committee and the St Edmond Administration

1. Represent St Edmond Administration at committee meetings
2. Communicate between St Edmond Administration and the Committee and share feedback from each organization
3. Provide staff support to the committee.
4. Assist with the direction of the committee.

**St Edmond Catholic School Board
Strategic Plan Monthly Reporting**

Committee:

Chairperson:

Staff Liaison:

Strategic Action Item/Discussion	Responsible Party	Timeframe	Resources Needed