Appendix A

# Selection Process for Parent Membership on TCDSB Advisory or Ad Hoc Committees

## OPERATIONAL PROCEDURES

*The following selection processes are recommended for parents serving on Advisory or Ad Hoc Committees:*

1. Identify or confirm the need for parent representation on the committee.
2. Staff will:

   (i) develop the terms of reference of the committee, including length of term and composition **for approval by the Board of Trustees.**
   (ii) check any legislative requirements specifying the number of parents required, and/or qualifying conditions.

3. Staff will provide recommendations on the composition of the committee and terms of reference to the Board of Trustees **for approval**.
4. Staff will provide a list of all eligible and recommended parent appointees to the Board of Trustees.
5. Board of Trustees will discuss committee appointments in private and make a public resolution confirming the appointment.

## SELECTION PROCESS

**Notification about committee:**

- Terms of Reference and General Information about the committee is placed on the TCDSB Portal home page and communicated to the public by the Communications Department using all available tools and modalities, including social media (Twitter)
- The Archdiocese of Toronto will be notified about committees.

**Communication with Principals** to include information about the need for a parent to serve on a board-level committee:

- on School Portal page;
- in monthly Newsletter;
- via e-mail blast;
- Syner-Voice message to parents (secondary)
- using the school's sign or street-level electronic messaging board (for school's with this capacity)

**Communication with relevant Committees:**

(i) Catholic School Parent Council (CSPC)

(ii) Toronto Association of Parents in Catholic Education (TAPCE)

(iii) Special Education Advisory Committee (SEAC): and

(iv) Catholic Parent Involvement Committee (CPIC)

**Communication with Parents and Guardians:**

- **Parents and Guardians will be advised of all vacancies on Parent Engagement and Advisory Committees**

**Application Process:**

- interested parents to download and complete an application
- identify any skills/experiences germane to the mandate of the committee
- submit an application to the Committee Chair through the Principal of the school.

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**Selection Criteria:**
Chair and/or staff on the selection committee to consider the following factors in selecting the parent(s) at the next available meeting:

- Panel (Elementary/Secondary)
- Availability
- Geographic considerations
- Level/type of experience/expertise relative to the work of the committee
- Current/past involvement on board committees
- Other, as required

**Candidate Selection:**

- Candidates are ranked in order of preference based on selection criteria
- Top candidate is offered membership on the committee **after the candidate has been approved by the Board of Trustees.**
- Candidate accepts appointment to the committee → other applicants are informed of the decision and asked if they wish to remain on the Priority List in the event that the selected candidate cannot continue on the committee.
- Candidate declines appointment to the committee → next candidate is offered membership on the committee **after the candidate has been approved by the Board of Trustees**, and other applicants are informed of the decision and asked if they wish to remain on the Priority List in the event that the selected candidate cannot continue on the committee.

## METRICS AND ACCOUNTABILITY

1. Process for selecting parent(s) to participate on Advisory or Ad Hoc Committees will be assessed by the Chair and staff of the specific Committee.
2. Tracking the number of applicants per committee call-out for parental involvement will be gathered to support ongoing and proactive review for the purpose of improving the effectiveness of communications and parental engagement activities.
3. Tracking the parent(s) selected for each committee to ensure fairness and equity of opportunity.