

BYLAW

Committee Executive

- The Parent Involvement Committee will be co-chaired by two parent members.
- The co-chairs cannot be employees of the Peel District School Board.
- The co-chairs will hold the role for two years.
- The position of co-chair is an elected position. Elections will be at the second meeting of the committee in a school year.
- The co-chairs will be the primary liaisons to the Communications & Strategic Partnerships staff.

Responsibilities of the chairpersons

- work with staff from the Communications and Strategic Partnerships Support Services Department to establish and communicate a meeting schedule for the year
- prepare the agenda for meetings and distribute at least one week prior for committee review
- chair all meetings and have general supervision of the operations of the committee
- in consultation with the Communications and Strategic Partnerships Support Services Department develop rules of order for the meetings
- if required, attend and participate in information and training sessions
- ensure diversity in all sub-committees
- facilitate collaborative decision-making
- be responsible for making public statements on behalf of the committee
- ensure members are aware of their responsibility to behave ethically and responsibly at all times and to disclose conflicts of interest, where they exist
- ensure regular communication occurs between the committee and school councils in Peel
- consult with senior Board staff and trustees, as required
- ensure that minutes of the meeting are recorded
- review and approve the committee reports and financial records of the committee
- ensure that minutes are maintained for a period of four years and are made available online