



Parish Education Committee (PEC)

Responsibilities

The Parish Education Committee (PEC) is responsible for the overall administration of the school, for establishing and enforcing policy, and for budgeting and hiring.

Meetings and Correspondence

The Parish Education Committee meets monthly during the school year and additionally as required. Dates for the meetings are shown on the school calendar and if there are any changes in these dates, parents will be advised. A parent who wishes to address the PEC or have a letter read must notify the committee in writing one week (7 days) in advance of the meeting. This may be done by delivering the correspondence or notification to the school office in an envelope marked "St. Catherine's Parish Education Committee."

Expectations for PEC members

The effectiveness of our Catholic schools is strengthened by clergy and lay people working together with faith and commitment for the education of our young people. It is very important, therefore, that those who accept the call to serve on Education Committees understand the expectations of office and conduct themselves in a way that will foster collaboration and Christian community and put into practice the philosophy of Catholic education as promulgated by the British Columbia Bishops.

Members of Parish Education Committees are expected to:

- Acknowledge that Catholic schools function within the structure of the Catholic Church and are an expression of its mission.
- Endeavor to become more knowledgeable about Catholic education, its mission and its educational and religious goals.
- Promote Catholic education and its values and benefits to the community.
- Attend regular, extraordinary and sub-committee meetings and participate in discussions and decisions to the best of their ability.
- Be fully and thoroughly prepared for each meeting by completing the required committee work or reports.
- Share and utilize their knowledge and experience for the betterment of the committee's work and the school as a whole.
- Be loyal and supportive of committee decisions.
- Be open to stand for election to the executive of their committee and act as a member of a sub-committee as elected and or assigned.
- Recognize that they do not officially represent the committee unless explicitly authorized to do so.
- Ensure confidentiality of all matters dealt with "in confidence."
- Disqualify themselves from discussion and voting on issues where there is a conflict of interest.
- Support and recognize the Principal as the chief administrator of the school.
- Work in harmony with the Pastor and parish organizations.
- Pray for other members of the committee, Catholic schools and the communities they serve.



PEC Members

The Parish Education Committee consists of the following members: the Pastor, the Principal, and seven (7) elected/appointed members i.e. Chairperson, Vice-Chairperson, Treasurer, Recording Secretary, PFA Chairperson, and two members at large. In addition, there is a non-voting Teachers Representative. An additional member may be appointed to the committee if a PEC member serves on the CISVA Board of Directors.

PEC Member Duties

Each elected or appointed PEC member serves the interests of the Parish, School, and students. Other duties such as public relations work and handling uniform needs and correspondence are assigned to the most appropriate person on the committee. The duties of each committee member are not necessarily limited to those indicated below.

Pastor

- Represents the interests of the Archdiocese, Parish, and School.

Principal

- Represents the interests of the staff, School, and students.

Chairperson

- Has signing authority for staff appointments and the PEC bank account.
- Plans meeting agendas and chairs the PEC meetings.
- Works closely with the Pastor and the Principal in the best interests of our faith and the students.
- Serves on the personnel and building sub-committees.

Vice-Chairperson

- Completes the duties of the Chairperson in his/her absence at meetings and at the sub-committee level.

Treasurer

- Oversees the accounting and bookkeeping records of the school.
- Works closely with the Chairperson and Pastor regarding budgets, expenses, etc.
- Has signing authority for the PEC account and PFA account.
- Maintains contact with the PFA treasurer for PFA account status.
- Completes monthly and yearly reports for the PEC and audit needs.
- Follows accepted practices for tuition receipts issued for the Canada Revenue Agency (CRA).

Recording Secretary

- Records and distributes minutes of the PEC meetings.
- Maintains correspondence information and recognition notes.

PFA Chairperson

- Chairs all PFA meetings.
- Acts as liaison between the PEC and PFA and provides direction from the PEC to the PFA.
- Plans PFA meeting agendas and directs fundraising projects.

Member at Large

- Helps with miscellaneous duties as required.

PEC Elections

Elections are held in the spring of each year. Nominations for candidates are sought in April and accepted until three (3) weeks prior to the election. Successful nominees are posted for viewing at



all Masses two (2) weeks prior to the election day. The last Sunday in May is chosen for the election. All voting is conducted at the Parish level by secret ballot.

Eligibility for Nomination

Those eligible to hold office as a member of the PEC are practicing Catholics who have been approved by the Pastor, are eligible to vote in the parish and have reached the age of twenty-one, with the following exceptions:

- Teachers and the principal of the school
- Past employees of the school until three full calendar years have passed since the termination of employment
- Employees of the parish and or school
- Spouses, children, parents and siblings of persons covered above
- All other teachers and principals employed by CISVA

Term of Office

Incumbents are allowed to serve on the PEC for up to eight (8) years. Each term is for a two (2) year period. Normally, approximately half of the committee should be completing their term each year. In the first June meeting each year, the exiting members complete their term and new members are accepted. Positions on the PEC are discussed and generally filled to the individual's strengths. Consideration is given to positions requiring experience and continuity.

Sub Committees

Sub-committee groups may be formed to address special business of an ongoing nature. Two examples are:

- **Building or Maintenance Sub-committee:** generally includes the Pastor, Principal, Chairperson, Building Maintenance Representative and an additional member.
- **The Personnel or Hiring Sub-committee** generally includes the Pastor, Principal, Chairperson and one or more other members.

Reference:	Approved: St. Joseph's Parish Education Committee
	Date(s) Revised: