

**NOMINATION FORM**

To nominate or be nominated a parishioner must meet the following eligibility pre-requisites:

**ELIGIBLE TO NOMINATE:** All persons eligible to hold office

**ELIGIBLE FOR NOMINATION (HOLD OFFICE):**

Those eligible to hold office as a member of a parish education committee or represent the parish on a regional education committee are practicing Catholics, approved by the Pastor, who are eligible to vote in that parish and have reached the age of twenty-one (21), with the following exceptions:

- i. teachers and principal of the school;
- ii. past employees of the school until three full calendar years have passed since the termination of employment;
- iii. employees of the parish and/or school;
- iv. spouses, children, parents, brothers and sisters of persons covered in above;
- v. all other teachers/principals employed by CISVA.

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**CANDIDATE NOMINATED:** \_\_\_\_\_

I hereby agree to stand for election to the Parish Education Committee of **Our Lady of Mercy School** and confirm that I am eligible for nomination.

*I also agree to attend the Education Committee Workshop that is held in the Fall.*

Signed: \_\_\_\_\_

The above-named candidate has been nominated by the two undersigned nominators who confirm that they are eligible to nominate:

PRINT NAME	SIGNATURE
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PRINT NAME	SIGNATURE
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**PASTORS AUTHORIZATION:** \_\_\_\_\_

This nomination form received by \_\_\_\_\_ representing the Nominating Committee of **Our Lady of Mercy School**.

Signed	Date
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**IMPORTANT NOTE:** This form must be received by a representative of the Nominating Committee no later than 7 days before the election date.

## EXPECTATIONS FOR MEMBERS OF CISVA EDUCATION COMMITTEES

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 CISVA Education Committees, according to Policy Manual, **are expected to:**

- Acknowledge that Catholic school's 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 educational and religious goals.
- Promote Catholic education, its values and benefits to the community.
- Attend regular, extraordinary and sub-committee meetings and participate in discussion 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 'in confidence'.
- Disqualify themselves from discussion and voting on issues where there is a conflict of interest.
- Support and recognize the principal as chief administrator in 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.

I have read the above expectations and agree to abide by these expectations if I am elected to the Education Committee.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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## PARISH EDUCATION COMMITTEE ROLES

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A summary of the roles that comprise the Parish Education Committee include:

**Chairperson:** The Chairperson speaks on behalf of the committee and ensures the Parish Education Committee uses its authority responsibly, following all CISVA policies. The Chairperson schedules meetings and sets the agendas. The Chair also oversees all subcommittees, and receives reports from PEC members. The Chairperson is a liaison between the Parish Education Committee, other parish groups and also receives communications from the CISVA Superintendent's Office.

**Treasurer:** The Treasurer is a vital role in the PEC and is responsible for preparing the budget and providing oversight on expenditures, collection of tuition fees, and compliance with financial policies. The treasurer reports financial statements to the PEC and provides information regarding budgets and school finances to the Superintendent's Office.

**Secretary:** The Secretary attends all meeting and subcommittee meetings and takes part in discussions and decisions. The secretary is responsible for maintaining and distributing meeting minutes and assisting PEC members where needed.

**Fundraising Coordinator:** The fundraising coordinator oversees and acts as a liaison between the PEC and all fundraising activities sanctioned by the PEC. This individual plans and executes fundraiser opportunities in order to meet the short term fundraising goals of the school and manages fundraising expectations of OLM families.

**Special Events Coordinator:** The Special events coordinator organizes school events in consultation with the principal, school calendar and as requested by OLM School staff. This position is responsible for scheduling special events team members to work at events and monitoring their time to ensure they meet their commitment to the OLM Parent Participation Program.

**Building & Maintenance Coordinator:** The Maintenance Coordinator ensures that routine maintenance and upkeep of the school's facilities is completed on a regular basis. This includes coordinating maintenance and preventative maintenance tasks as well as coordinating Work Bees. The Maintenance Coordinator is also a liaison between the PEC and the Parish Maintenance Committee Coordinator.

**Parent Participation Coordinator:** The Parent Participation Coordinator ensures that up to date volunteer tasks are entered into our online tracking system OnVolunteers. Along with task coordinators the Parent Participation Coordinator verifies and approves or denies parent volunteer hours. The Parent Participation Coordinator also answers any parent questions regarding the Parent Participation Program

Role assignment will be voted on at the first general meeting, post-election of the elected members.