



December 16, 2011

Dear Principal, Student Council Member, Student Leadership Coordinator and All Students,

For the last 14 years the Toronto Catholic District School Board has implemented the position of **Student Trustee**. This is a yearly position in which the Board will appoint a Student Trustee for the upcoming year (**August 1st 2012 to July 31st 2013**). The Student Trustee elect will work with the incumbent Student Trustee until **August 1 2012**. The position of Student Trustee provides a wonderful opportunity for students to have their voices heard on a decision making level.

The Rights and Responsibilities of the Student Trustee are:

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none"> • To receive public and private session materials for all Board and Standing Committee meetings except where excluded by legislation; • Attend and participate in all public and private session meetings of the Board and Standing Committees except where excluded by legislation. • To reimburse, upon request, for travel to and from Board and Standing Committee meetings and on other Board related business at the Board's travel rate in effect at such time; • To reimburse, upon submission of receipts for out-of-pocket expenses related to Board business if such expenditures have received prior authorization by the Board • The honorarium for the term of office for the school year 2012/2013 is \$2500.00 (prorated for Student Trustees who do not complete their term). • To suggest a motion on any matter at a meeting at the board or of one of its committees on which the Student Trustee sits and if no member of the board or committee moves the suggested motion, the record shall show the suggested motion. • A student trustee is entitled to require that a matter before the board or one of its committees be put to recorded vote (a recorded non-binding vote that requires the student trustees vote and a recorded binding vote that does not include the student trustees vote). 	<ul style="list-style-type: none"> • To promote a student voice within the TCDSB; • To inform the student body at large through liaison with the seeking advice from TCDSB Student Councils, and with the Toronto inter-board council of the Ontario Catholic Student Council Federation (OCSCF); • Attend public session meetings of the Board and its Standing Committee; • Demonstrate confidentiality and discretion where required and act in accordance with the Board's policies, by-laws, and rules-of-order; • Uphold and promote the Board's Mission and Vision in performance of his/her duties. • To Chair the Catholic Student Leadership Impact Team • To organize and facilitate the Voices that Challenge Conference. • To prepare a report to Board about issues concerning students • To ensure the cslit website is kept up to date including all meeting dates.

Student Trustee Criteria

- Must be registered in the last two years of the intermediate division or in the senior division at the time he or she is elected or appointed;
- Must be returning for the entire academic year in which he or she will service;
- Must receive the written approval of his or her parent or guardian, if under 18 years of age;
- Must receive a letter of reference from his or her school principal to stand for election and present a letter of reference from either one of his or her teachers or guidance counsellors;
- Must be aware of the time commitment and the obligations of the student trustee's position and be able to manage both the required school work, maintaining a good academic standing throughout his or her term of office, along with the duties of student trustee; and
- Must meet the eligibility requirements within the Education Act related to Catholic District School Board Trustees, excluding those related to age.
- Must be maintaining a grade average of 70% or better at the time you become a candidate and must maintain a good academic standing throughout your term.
- Must be a resident within the boundaries of the Toronto Catholic District School Board
- Must be Catholic

As a leader in your school, we are again asking your assistance in promoting the position of Student Trustee. This position is a challenging one, as the candidate must possess the following:

- A keen interest in addressing issues
- Flexibility in school schedule
- Time management skills
- Experience in public speaking
- Work in partnership with the Catholic Student Leadership Advisor

And be prepared to:

- Analyze reports, prepare for meetings accordingly
- Participate in meetings and gather student opinions in between meetings
- Write letters, memos and update the Board on how students feel about the issues

Please distribute the attached nomination form to interested students at your school. Only one student may be nominated from each school to attend the candidates' election meeting which will be held **Tuesday February 28 2012 between 4:30 and 6:00 pm in the CEC Board Room of the Toronto Catholic District School Board**. Should you have more than one interested and qualified applicant, it will be up to the school to determine their selective process. The student who is nominated from your school must receive an endorsement signature from the principal and a letter of reference from a teacher and an administrator at your school. Please verify that the student applying for the position meets the criteria listed in the attached policy. Please note it

is not mandatory that you have a nominee from your school, however, we ask each school to send a representative for the Student Trustee Selection Committee on **February 28 2012**. Please note Toronto Catholic District School Board Policy T.02, section (b):

Each Secondary School, via the Principal and Student Council, is requested to appoint either the “President of the Student Council or his/her designate to sit on a Student Trustee Selection Committee” for the purpose of reviewing applications for the position of Student Trustee and electing a candidate for ratification by the Board.

Please email to gregory.rogers@tcdsb.org by **Tuesday February 14th 2012** the name of your Selection Committee representative. This is usually a school’s CSLIT rep.

18 schools must be represented in order for the election to be valid but it is hoped that every secondary school would participate in this important event.

The Student Trustee nominee application form must be submitted by fax (416 512 4988) or mailed to the Director’s Office **no later than Monday, February 13 2012**. Candidates will be asked to attend a meeting and question period on **Monday February 20th 2012 at 4:30 pm** at the CEC.

If you have any questions about this process or about the position of Student Trustee, please contact:

Sabrina Renna
Current Student Trustee
416-647 448 7559
Sabrina.renna@tcdsb.org

Greg Rogers
Student Leadership
416-222-8282 ext. 2588
gregory.rogers@tcdsb.org

Dan Koenig
Acting Superintendent of Education
Curriculum and Accountability Department
416-222-8282 extension 2398

RETURN COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:

**Director of Education
80 Sheppard Avenue East
Toronto, Ontario
M2N 6E8
416-229-5353**

STUDENT TRUSTEE APPLICATION FORM

(September 1, 2012 – August 31, 2013)

Name: _____
Address: _____
Phone #: _____ **Grade:** _____
School: _____

PLEASE FEEL FREE TO USE ADDITIONAL PAPER TO COMPLETE YOUR RESPONSE

- 1. Please describe any leadership experience you may have both inside and outside of your school community.**

- 2. Why are you interested in becoming the Student Trustee for the Toronto Catholic District School Board?**

- 3. What are your goals as Student Trustee?**

- 4. What does student empowerment mean to you?**

5. How will you ensure that the students from the Toronto Catholic District School Board are effectively represented?

6. Given that we are a Catholic Board, how will your position as Student Trustee be different from the position in the public system?

7. How do you see yourself being a responsible and dedicated member of the board, considering the large commitment it will involve, while maintain a high level of academic achievement in your school studies?

PRINCIPAL'S ENDORSEMENT: _____

Please include 1 letter of reference from a teacher at your school and 1 from an administrator other than this endorsement.