



Selection Process for Student Membership on TCDSB Staff, Steering, Advisory or Ad Hoc Committees

OPERATIONAL PROCEDURES

The following selection process is recommended for students serving on Staff, Steering, Advisory or Ad Hoc Committees:

1. Identify or confirm the need for student representation on the committee.
2. Staff will develop the terms of reference of the committee, including length of term and composition. Check any legislative requirements specifying the number of students required, and/or qualifying conditions (i.e. student / member of Student Council at a school/ student member of the Catholic Student Leadership Impact Team CSLIT).
3. Staff will provide recommendation of the composition of the committee, including terms of reference, to the Board of Trustees.
4. The Student Trustees will recommend student 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

All requests for student participation on Staff, Steering, Advisory or Ad Hoc Committees will be made to the Student Trustees. Student Trustees will provide this information to the Catholic Student Leadership Impact Team (CSLIT). Typically, a minimum of two students would be eligible to serve on a designated committee.

| Requests for Students |
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| <p>Notification about committee:</p> <ul style="list-style-type: none">• Terms of Reference and General Information about the committee is placed on 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. |
| <p>Communication with Student Trustees to include information about the need for students to serve on board-level committee:</p> <ul style="list-style-type: none">• via e-mail;• through the staff coordinators of student leadership; |
| <p>Application Process:</p> <ul style="list-style-type: none">• as per the CSLIT Constitution |
| <p>Selection Criteria:</p> <ul style="list-style-type: none">• as per the CSLIT Constitution |
| <p>Candidate Selection:</p> <ul style="list-style-type: none">• as per the CSLIT Constitution |



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METRICS AND ACCOUNTABILITY

1. Process for selecting parent(s) to participate on Staff, Steering, 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.