



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

### OPERATIONAL PROCEDURES

*The following selection processes are recommended for parents serving on Staff, Steering, Advisory or Ad Hoc Committees:*

1. Identify or confirm the need for parent 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 parents required, and/or qualifying conditions (i.e. parent / member of School Council / parent member of another committee such as SEAC / member of a PIC).
3. Staff will provide recommendation of the composition of the committee, including terms of reference, to the Board of Trustees.
4. Staff will provide a list of all eligible and recommended parent 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

#### **Notification about committee:**

- 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.

#### **Communication with Principals** to include information about the need for a parent to serve on a board-level committee:

- on School Portal page;
- in monthly Newsletter;
- via e-mail blast;
- Syner-Voice message to parents (secondary)
- using the school's sign or street-level electronic messaging board (for school's with this capacity)

#### **Communication with CSAC Chairs, TAPCE, SEAC AND CPIC**

- at a CSAC meeting
- through other means of parent communication

#### **Application Process:**

- interested parents to download and complete an objective application card
- identify any skills/experiences germane to the mandate of the committee
- submit application to the Committee Chair: e-mail; board courier; through the principal of the school



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### **Selection Criteria:**

Chair and/or staff on the selection committee to consider the following factors in selecting the parent(s) at the next available meeting:

- Panel (Elementary/Secondary/Alternative Ed.)
- Availability
- Geographic considerations
- Level/type of experience/expertise relative to the work of the committee
- Current/past involvement on board committees
- Other, as required

### **Candidate Selection:**

- Candidates are ranked in order of preference based on selection criteria
- Top candidate is offered membership on the committee
- Candidate accepts → other applicants are informed of the decision and asked if they wish to remain on the Priority List in the event that the selected applicant cannot begin/continue with the commitment.
- Candidate declines → next candidate is offered membership on the committee, and other applicants are informed of the decision and asked if they wish to remain on the Priority List in the event that the selected applicant cannot begin/continue with the commitment.

## **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.