

## Education Committee Duties Summary

Ed Committee members will attend Ed Committee meetings which are held on a monthly basis. Meetings are typically two hours in length. The committee is comprised of parents, the principal and assistant principal, teacher representative, parish member(s), and Home & School Committee representative(s). Ed Committee members are agreeing to a 3 year term.

In addition to the meetings, there are a handful of standing subcommittees in need of attention: marketing/recruitment, budget/finance, stewardship/tithing and strategic planning as well as shorter term ad hoc groups which address specific issues. Committee members are encouraged to join or facilitate a focus group or subcommittee.

One Ed Committee member is asked to serve as liaison to the Parish Council. PC meetings are once a month and are held jointly with St. Catherine's—our cluster parish. These meetings range from 2-3 hours long. A second Ed Committee member is asked to serve as liaison to Finance Committee. The liaison should be serving as a bi-directional conduit of information between the PC/FC and the Ed Committee. Requests and information should flow freely back and forth between the two. The PC liaison is responsible to post the minutes of Education Committee meetings to the PC group site on Yahoo.

The role of the PC member is to serve as a voice for the parish to the council. It is not intended to be a place where one's opinion is presented but rather as an ear and a voice from the parish. Parish issues should be taken by PC members out to the broader community so that they can represent back to the council what they are hearing.

The role of the Ed Committee member in addition to being advisory to the principal of the parish school for policy and program is to focus more on long term planning of the school and by nature is more strategic. The work of the Ed Committee can also be tactical in nature addressing the short term needs of the school and the parish community. For the 2014/15 School year we will have need

for Ed Committee members to assist with the following subcommittees: Strategic Planning, Marketing/Recruitment and Curriculum. Members are asked to volunteer to lead and/or participate in one of these.