



École Sage Creek School (ÈSCS)

Parent Advisory Council (PAC)

Policies V1.1 (2021)

Version and Edit History

Version #	Date Approved	Changes Made	Edited by
1.0	21-Jan-2021	Added the following policies: <ul style="list-style-type: none"> - Proxy Voting - Nominations - Roles - Committee Coordinators' and Committee Members' Responsibilities - Email and Communication 	Jen Shapka
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-- End of Section --			

École Sage Creek School Parent Advisory Council: Policies

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Definitions

“Annual General Meeting (AGM)” means the meeting held once per school year or calendar year, where at least six months has passed since the last AGM, and where reports about the previous year’s activities are presented, financial records are approved, constitutional changes are approved, elections of voting members take place, and where any other business requiring the input from parents, guardians, and community representatives is shared and transacted.

“Community Representative” means those who live within the school catchment area but do not have children at the school, and teachers and staff who work at École Sage Creek School.

“École Sage Creek School (ÉSCS)” means the dual-track English/French Immersion school located at 315 Sage Creek Boulevard, Winnipeg, in the Louis Riel School Division;

“Executive Members” means those elected to the role of Co-Chair, Treasurer, or Secretary, who have been elected to their roles according to the constitution, by-laws, and policies.

“Parent” means the parent or guardian of a child attending or who will be attending in the following school year, École Sage Creek School.

“Parent Advisory Council (PAC or Council)” means the PAC Executive, together with PAC Voting Members, who have been elected to their roles according to the constitution, by-laws, and policies.

“Special General Meeting (SGM)” means a meeting held for extraordinary purposes relating to the constitution or by-laws that can not wait for the AGM.

“Voting Members” means those elected to the role of Voting Member according to the constitution, by-laws, and policies.

Roles

General Requirements:

1. All members of Council and Committees are responsible for:
 - a. Maintaining accurate and complete records;
 - b. Adhering to Council policies, constitution, and by-laws;
 - c. Adhering to the mission and goals of the PAC, ÉSCS, and the LRSD.
2. All Coordinator roles described in this section must be filled for the Council to function most effectively. Where there is a vacancy, every effort must be made to fill the role with a qualified individual as soon as possible. Coordinators do not need to be Council Members.
3. Ad hoc committees and coordinators may be appointed at the discretion of the Council.

Council Liaison

The role of the Council Liaison is to provide Council support and information to the committee as needed. The only supervisory aspect is to ensure the Committee activities align with all relevant policies, by-laws, and constitution.

At least one Council member will sit on every committee but does not themselves have to be the Committee Coordinator.

Communication (email, etc) from the committee to the Council will route through the Liaison. If the Committee Coordinator is unable to attend Regular Meetings, the Council Liaison will act as their designate for reporting purposes.

Where there are more Council Members than available Committees, a Council Liaison role may be shared by multiple Council Members concurrently or consecutively as appropriate.

Committee Coordinators

1. Committee Coordinators are appointed by the Council. Committee Coordinators have the authority to act on behalf of the PAC within the boundaries of their role, and with the collaboration of the Council Liaison(s). Coordinators may be appointed as needed on an ongoing basis by majority vote, whether at a Regular Meeting or via email vote.
2. Priority to the role of Coordinator is given to Voting Members or to a parent, guardian, or community representative, but an Executive Member may fill the role if there is a need.
3. Committee Coordinators are expected to attend Regular Meetings. If a Regular Meeting can not be attended the Coordinator will designate the Council Liaison to report on the Committee's behalf, or provide a written report.
4. Committee Coordinators must work within their approved budget.
5. Committee Coordinators must submit a summary report following any event or cycle, as appropriate.
6. Committee Coordinators will be appointed to the following roles:

Fundraising Coordinator

The Fundraising Coordinator will be responsible for leading fundraising efforts for the Council, including external/online sales, services, or raffles.

Fun Lunch Coordinator

The Fun Lunch Coordinator is responsible for leading the fun lunch program, a scheduled, pre-ordered lunch program.

Run Sage Creek Race Director

The Run Sage Creek Race Director is responsible for organizing the major running-related components of the race, including the course, timing, safety, and logistics of race day.

Sage Creek Residents' Association (SCRA) Coordinator

The SCRA Coordinator is responsible for communication between the SCRA and the PAC to allow for mutual support between organizations.

School BBQ Coordinator

The School BBQ Coordinator is responsible for organizing and leading the planning and delivery of an annual school BBQ.

Social Media & Marketing Coordinator

The Social Media & Marketing Coordinator is responsible for creating or sourcing appropriate graphics, promotional materials, social media posts, and other marketing as required by the PAC, and adhering to advertising requirements or restrictions imposed by ÉSCS and LRSD, and will align with the mission and values of those organizations.

Staff Appreciation Coordinator

The Staff Appreciation Coordinator is responsible for leading a committee focused on showing support and appreciation for school staff with food, gifts, and activities.

Volunteer & Friendship Coordinator

The Volunteer & Friendship Coordinator is responsible for recruiting volunteers, maintaining contact, assigning and coordinating volunteers for specific events, and recognizing the contribution of volunteers, sponsors, and PAC members.

Webmaster & Technical Support Coordinator

The Webmaster & Technical Support Coordinator is responsible for the timely maintenance of the PAC website, www.sagecreekpac.com, collaborating with other PAC members and committees to source or create appropriate content. The Webmaster & Technical Support Coordinator provides support for the PAC's online and technical needs, including information management and online meeting needs.

Other Coordinators as Needed

The PAC will appoint other committee coordinators as the need arises, and provide the coordinator with a clear mandate and purpose.

Committee Coordinators' and Committee Members' Responsibilities

Committee Coordinators must make every effort to attend all meetings of their committees in addition to Regular Meetings of the Council.

Committee Coordinators will retain detailed inventories of Council-owned supplies, equipment, and other items, including their location, in collaboration with the Treasurer.

Committee Coordinators work with the Council, other Committees, and the wider school community to recruit Committee members. Committee members must make every effort to participate in all meetings of their committees.

Committee members can participate in meetings in a number of ways: via e-mail to the appropriate member of the committee on agenda items, written updates of committee work, briefing another committee member to present on their behalf, etc. if attendance at meetings is not possible.

Committee members are expected to work cooperatively, as a team, and towards a common goal as established by the committee and the Council. In the event that a committee member is not contributing positively towards the work of the committee effort will be made by the Coordinator and Council Liaison to determine the barriers to productivity, to solve them if possible, or to find a better fit for a member's skills, time, or focus.

Email & Communication

Methods of Written Communication

Official communication with the Council will be via email for record-keeping and retention purposes.

Communication via other means, including but not limited to private message and text message, will not constitute official channels and when used, are for informal purposes only and where all parties are in agreement to its use.

PAC Email Accounts

PAC email addresses will be created as needed, with the approval of the Council, and will be used for Council business only.

All emails sent on behalf of the Council will be sent either:

1. From a Council email account, or,
2. Sparingly and where appropriate, from a Council Member's personal account with the Council cc'd.

PAC email accounts should be role-based and not personalized with an individual's name or personal contact information.

Where access to PAC email(s) is needed, the login access will be held by the Council Liaison of that Committee, in addition to any other committee member they designate, typically the Coordinator.

When the individuals holding those roles change the login information will also be updated and provided to the Executive.

Where appropriate, an auto-reply will be turned on providing answers to commonly asked questions and a reasonable time frame in which to expect a response.

If there is an email that has immediate interest to the rest of the Council or relevant committee, it will be forwarded to the relevant individual(s) for action or information.

Where necessary to comply with anti-spam, privacy, or unsubscribe requirements a signature will be added to any email that is sent informing the recipient as required.

Communication Flow

Communication between committees and the Council will be via the Council Liaison.

Committee Coordinators and members will route inquiries through the Council Liaison where communication with the Council is needed to do the work of the committee.

Requests for email to be sent to the ÉSCS school community via the ÉSCS administration will come from PAC email, at the request of a PAC Executive member or voting member.

Social Media

Social Media Accounts

PAC social media accounts will be created as needed, with the approval of the Council, and will be used for Council business only.

Login access to PAC social media accounts will be held by the Executive Members, in addition to any other committee member they designate. When the individual filling any of those roles changes the login information will also be updated.

Where appropriate, an auto-reply will be turned on providing answers to frequently asked questions and an expected response time.

If there is a message that has immediate interest to the rest of the Council or relevant committee, it will be forwarded to the relevant individual(s) for action or information.

Social Media Content

Posts made on social media will conform to relevant ÉSCS and LRSD policy.

The ÉSCS PAC social media account will share timely content that is relevant to the ÉSCS community, as posted by the LRSD, City of Winnipeg, MB Teacher organizations, or other relevant accounts.

Where possible any relevant public events will be created on social media platforms.

Graphic Identity and Branding

Colours & Elements

ÉSCS PAC is represented by the ÉSCS PAC logo, including the coyote, trees, and sun, in colours of blue, grey, rust, gold, and white.

ÉSCS PAC's logo and logo elements are for the exclusive use of ÉSCS PAC.

The ÉSCS PAC brand must be preserved and protected as it applies to:

1. Print materials
2. Website usage
3. Social media usage
4. Signage
5. Clothing

Style Guide

The Style Guide details the specific PAC colours, and use of the ÉSCS PAC logo, and will be updated as needed. For use outside of that described in this guide contact the PAC.

Conflict of Interest Policy

Conflict of interest may be defined as a situation in which Council Members have a real or apparent interest (usually financial) that may influence or appear to influence the conduct of their ÉSCS PAC duties. Even when this conflict is not illegal, it may create doubts or suspicions concerning the integrity or fairness of decisions made by such individuals, and over time can undermine the work of the Council.

It is recognized that many Council Members are involved in other organizations related to community events, businesses in the area, or other related activities. Council Members are expected to represent the interests of ÉSCS PAC when participating in Council meetings and ÉSCS PAC events. Members must disclose to the Council the relation between their other duties and any potential or perceived bias if they encounter a concern.

At the PAC Executive's discretion, the involved member may be requested to not participate in a decision, should the Council feel the member may have a real or apparent conflict of interest.

Proxy Voting

Proxy votes may only be cast at Regular Meetings, and a proxy holder must be a Council Member.

Council Members may hold only one proxy vote per meeting.

Council Members who are not able to attend a Regular Meeting themselves (in person or by electronic means) may appoint a proxy holder at one Regular Meeting per school year.

Appointment of a proxy holder will be noted in the meeting minutes. The Member appointing the proxy vote will be considered to be in attendance at the meeting for record-keeping, attendance, and quorum purposes.

Notice of a Member appointing a proxy holder will be provided in writing to a Co-Chair, using an established form or method, with at least 24 hours notice of a regularly scheduled meeting. The written notice will include the name of the member who is holding the proxy vote.

The onus is on the Member appointing a proxy holder to direct their proxy holder to cast a vote for or against a specific motion, or if the proxy holder has broader authority to cast votes on their behalf on any or all motions put forward at the meeting.

Nominations

Parents and guardians may self-nominate for any role, or may be nominated by another parent or guardian, Voting Member, Executive Member, or non-voting member.

Nominations must be submitted in writing by the timeframe established for any open election.

Nominees must accept their nomination in writing or directly (in person or via electronic means, i.e. during an online meeting where they can verbally acknowledge and accept).

Prior to accepting a nomination and being elected to a role, nominees will confirm:

1. They are eligible to hold the position per the definition of parent, guardian, community representative, or LRSD teacher or staff;
2. Their election won't exceed a cap on the category limits stated in the by-laws;
3. They would be the only member of their household to hold a Council position;
4. They would not be exceeding term limits as stated in the by-laws;

5. They have read and are familiar with the Constitution, By-Laws, Policies, and recent meeting minutes;
 6. They understand and agree to the expectations and roles of their intended position.
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