

CONSTITUTION

Section 1 **Objectives of the Joint Educational Parent Advisory Group (JEPAG):**

- i) To act as an advisory body to the Hamilton Wentworth Catholic District School Board.
- ii) To ensure all lines of communication are open between the Hamilton-Wentworth Catholic District School Board (HWCDSB) and individual Catholic School Councils and/or Advisory Groups.
- iii) To ensure the HWCDSB informs parents/guardians of proposed changes with regard to school/educational concerns or issues.
- iv) To provide parents/guardians with an organized system of receiving from, or presenting to, the Board proposed and adopted information.
- v) To ensure accountability to parents/guardians, the HWCDSB, and the Ontario Association of Parents in Catholic Education (OAPCE).

Section 2 The Joint Educational Parent Advisory Group shall include all parents/guardians from all Catholic Schools (Elementary and Secondary) within the HWCDSB. Meetings are open to all parents/guardians of the HWCDSB Community.

Section 3 **Terms of Office and Elections:**

- ✚ Nominations shall be requested and due by the April meeting, with elections being held in May every other year. Nominations will not be accepted from the floor.
- ✚ A member of JEPAG may be re-elected or re-appointed, unless otherwise provided by the by-laws of the council.

Section 4 **Officers:**

The elected Officers of JEPAG Group shall be:

Two (2) Co-Chairpersons, Secretary, and Treasurer, as well as two appointed positions of Communication Coordinator, and Catholic School Council Liaison.

Section 5 **Official Responsibilities and Duties of JEPAG** **Executive:**

Co-Chair (2):

- † Acts as official representative of JEPAG
- † Regularly attends all JEPAG meetings
- † Presides all meetings of JEPAG
- † Sets agenda for each meeting during the school calendar year
- † Relays meeting date information to the Communication Coordinator
- † Ensures minutes of JEPAG are recorded, maintained and sent to the HWCDSB for approval before distribution
- † Ensure that there is regular communication and input sought from the Catholic School Community
- † Consult with Senior Administration and Trustees, as required
- † Be accountable to the Catholic School Community they represent
- † Co-signs all cheques with Treasurer

Secretary:

- † Regularly attends all JEPAG meetings
- † Prepares all minutes of JEPAG and forwards minutes to the Co-Chair for approval by the HWCDSB
- † Prepares letters and/or memos as requested on behalf of JEPAG
- † Distributes correspondence and all necessary information as requested
- † To ensure a copy of meeting minutes are made available, in an accessible location, to the JEPAG Community at large

Treasurer:

- † Regularly attends all JEPAG meetings
- † Receives annual membership (Registration and Cheque) dues for JEPAG
- † Records and deposits all monies collected
- † Forward contact information to Communication Coordinator
- † Provides annual report to JEPAG, the HWCDSB and the OAPCE
- † Writes cheques as required
- † Co-signs all cheques with the Co-Chair

Communication Coordinator (Appointed Position):

- † Regularly attends all JEPAG meetings
- † Updates contact information received from Treasurer
- † Contacts each person with meeting information at least two (2) week prior to each meeting

Catholic School Council Liaison (Appointed Position):

- † Regularly attends all JEPAG meetings
- † Initiates contact with Catholic School Councils not holding membership in Joint Educational Parent Advisory Group
- † Works in co-operation with Communication Coordinator in keeping an up-to-date contact list
Keeps an ongoing file of sign-in sheets from each JEPAG meeting

Past Chair

- † Acts as an advisory body to the current Co-chairs

Section 6

The Constitution shall be reviewed annually by the JEPAG Executive at the June executive meeting. Any changes to be adopted must be put to a vote with the majority in agreement.

Revised June 2010