



**Commission scolaire English-Montréal**  
**English Montreal School Board**

**A Handbook for  
Parent Representatives  
elected to the  
Parents Committee**

**Revised September 2018**



## Table of Contents

Introduction .....	2
How are Members Elected to the Parents Committee? .....	2
What does the Parents Committee do? .....	2
What is the Role of the Parents Representative to the Parents Committee? .....	3
What is the Mandate of the Parent Commissioners? .....	4
What are the Qualities to look for when electing Parent Commissioners? ...	4
When do the Parents Committees, Standing Committees and Council of Commissioners meet? .....	4
Standing Committees and Other Committees: and their mandates.....	5
<b>ANNEX 1 - Parent Committee Structure</b>	

# PARENTS COMMITTEES

## Introduction

As stipulated in section 189 of the Education Act, each school board must establish a parents' committee. (EA, s. 191)

This handbook is intended as a guide for parent representatives and provides information on the parent committee and the roles of the CPC delegate and the parent commissioners.

## How are members elected to the parents committee?

In accordance with Section 47 of the Education Act, every year, in September, each school holds a general assembly of parents to elect representatives to the governing board. From among the parent representatives elected, the general assembly elects a parent representative to the parents committee. The General Assembly also elects an alternate to attend and vote at meetings when the representative elected is unable to do so. The term of office is one year.

The members of the parents committee represent the parents whose children attend schools in their region.

## What does the parents committee do?

Among other obligations, the committee must:

- elect a chairperson according to the process outlined in Section 190 of the Education Act
- elect a vice-chairperson
- elect parent commissioners to sit on the Council of Commissioners
- designate parent members to the Advisory Committee on Special Education Services

The functions of the committee are:

- to promote the parents' participation in the activities of the school board
- to give advice on any subject conducive to the efficient operation of the Board
- to promote adequate dialogue with the parents on the governing boards and parent participation organizations
- to inform the school board of the needs of parents
- to respond to school board consultations on matters stipulated in Section 193 of the Education Act and others that the school board may submit to them

## What is the role of the parent representative to the Parents Committee?

The parent committee representative acts as a liaison between the parents of his or her school and the parents committee, and as such:

Parent committee representative:

- ▶ are responsible for attending the parents committee meetings regularly to ensure quorum
- ▶ if unable to attend, must inform the chair or secretary and notify the alternate;
- ▶ must stress to the alternate the importance of the school's representation and forward all pertaining documents to him or her;
- ▶ relay clearly the positions or resolutions adopted by the parents of their school (*parents on the governing board and the PPO, where applicable*) to the parents' committee and report back to their school;
- ▶ participate in the decisions of the parents committee and follow up on them;

- ▶ may request that an item be placed on the agenda;
- ▶ intervene on any subject of concern to their community;
- ▶ are responsible for providing feed-back;
- ▶ must be willing to be trained.
- ▶ be informed
- ▶ read agendas and accompanying documents prior to meetings
- ▶ give their advice and/or opinion on any matter of consultation
- ▶ participate on any School Board committee, or any outside committees/organizations designated by the members, if so designated
- ▶ participate on any sub-committee, if so designated
- ▶ may request additional information and/or time on matters submitted for consultation
- ▶ **promptly inform the Chairperson if unable to fulfill their mandate so that the alternate may take over.**

A member:

- ▶ may be elected as Chair
- ▶ may be elected or appointed as vice-chair, treasurer, or as a member of the Executive Committee
- ▶ may be designated as an observer or voting member of a Standing Committee (See Annex 1)
- ▶ may be elected as parent commissioner (EA, s. 145)

***When selecting their representative, parents should take the candidate's availability, interest and experience into account.***

## **What is the mandate of the parent commissioners?**

- ▶ the parent commissioners attend all meetings (regular and special) of the Council of Commissioners, Education, Finance, Central Parents' Committee and Central Parents' Committee Executive in addition to their Governing Board meetings;
- ▶ the parent commissioner speaks on behalf of the Central Parents' Committee, in keeping with its orientations;
- ▶ when a subject discussed by the Council of Commissioners opposes the expectations of the central parents' committee, the parent commissioner may ask for time to consult the central parents' committee;
- ▶ the parent commissioner must ensure that the Central Parents' Committee are actually consulted on those subjects on which consultation is compulsory and must ensure that this consultation is respected;
- ▶ the subjects discussed are summarized at each CPC meeting along with the relevant information.

## **What are the qualities to look for when electing the parent commissioners?**

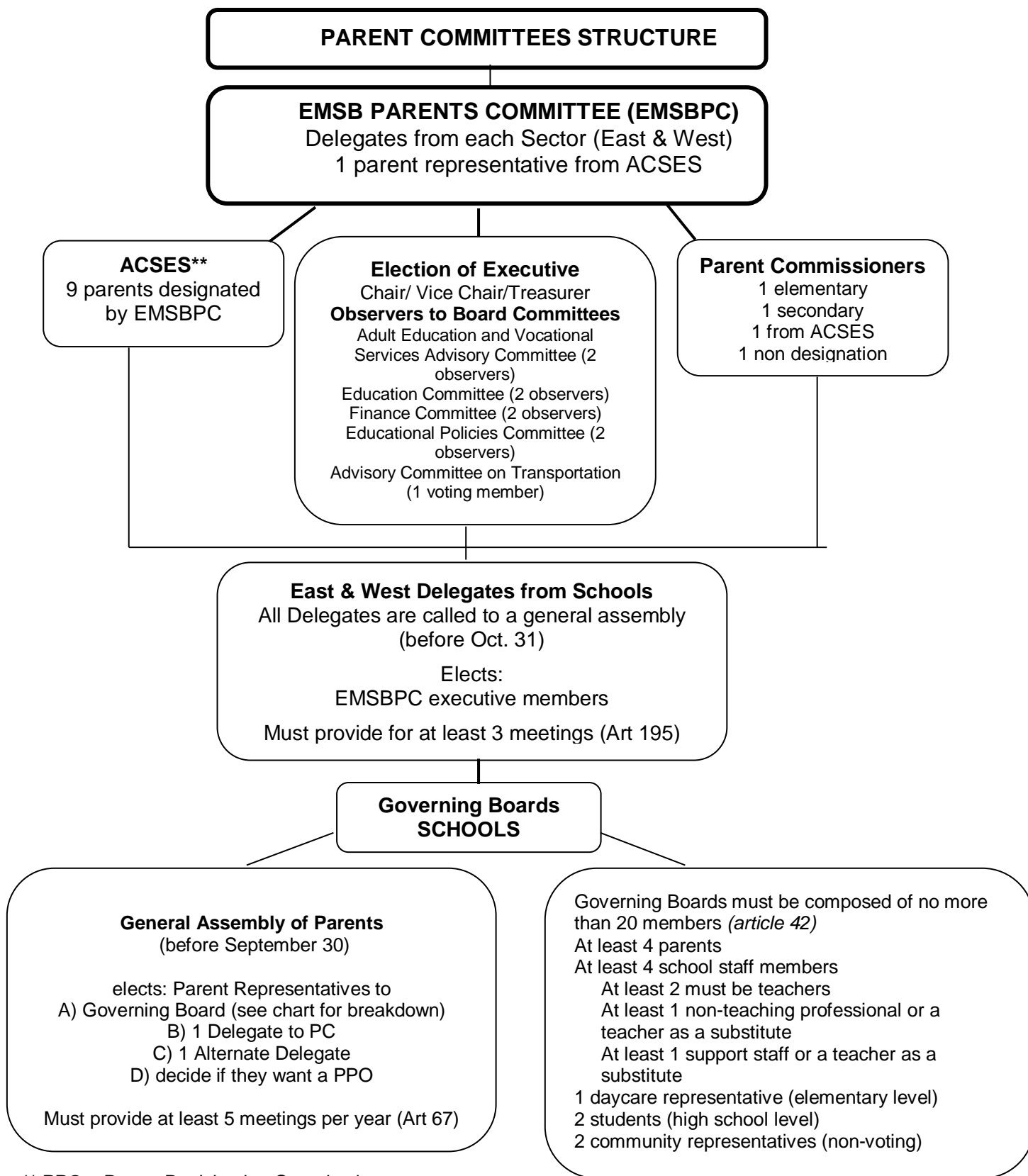
- shares parents' concerns and priorities;
- is available: governing board, parents' committee, school board executive, council of commissioners meetings;
- is positive and constructive;
- is honest and firm: reflects the views of the parents' committee;
- is diplomatic, flexible and tactful.

## When do the Parents Committees, Standing Committees and Council of Commissioners meet?

COMMITTEES	DATE	TIME	PLACE
Parents Committee	1 <sup>st</sup> Thursday of the month	7:00 p.m.	Administration Building or John F. Kennedy H.S.
Council of Commissioners	Fourth Wednesday of the month	7:30 p.m.	Administration Building Laurence Patterson Room
Advisory Committee on Special Education Services (ACSES)	Minimum 5 meetings a year, usually Mondays	7:00 p.m.	Administration Building William Dawson Room
Advisory Committee on Adult Education and Vocational Services	4 meeting per year	5:30 p.m.	To be Determined
Advisory Committee on Transportation	Usually on Wednesdays	2:30 p.m.	Administration Building
Education Committee	2 <sup>nd</sup> Wednesday of each month	5:30 p.m. or 7:00 p.m.	Administration Building
Finance Committee	2 <sup>nd</sup> Wednesday of each month	5:30 p.m. or 7:00 p.m.	Administration Building
Educational Policies Committee	3 <sup>rd</sup> Mondays of each month	1:30 p.m.	Administration Building

## Standing Committees/Other Committees and their mandates

COMMITTEE	STATUS	MANDATE
<b>Advisory Committee on Adult Education and Vocational Services</b>	Local	To address issues and concerns related to adult and vocational education. To advise Finance and Legislation Committee on orientations, policies and objectives of the AEVS Department.
<b>Advisory Committee on Transportation</b>	Statutory (EA, s. 188)	The transportation committee gives its opinion to the School Board on matters pertaining to student transportation: planning, organization, financing of services, bus routes, the process for awarding contracts, criteria for accommodation bussing, etc.
<b>Education Committee (EC)</b>	Local	To advise and make recommendations on educational matters to the School Board. To approve proposals for consultation with parents.
<b>Educational Policies Committee (EPC)</b>	Statutory (EA, ss. 244, 254 & local agreement)	To advise the School Board with respect to matters pertaining to special education, as identified by the Education Act as well as by local agreement.
<b>Finance Committee (FC)</b>	Local	To advise and make recommendations on administrative matters to the School Board. To receive reactions from the Advisory Committees on Transportation and Adult Education and Vocational Services.
<b>English Parents' Committee Association (EPCA)</b>		The EPCA is a non-profit organization which is composed on parents involved on a voluntary basis in the different committees of the educational structure in the youth sector. EPCA trains and informs parents, represents and expresses the opinion of English parents on the provincial scene, defends their rights and interests in the educational cause, participates in the development of education in collaboration with other partners..
<b>Fédération de comités de parents de la province de Québec (FCPQ)</b>		The FCPQ is a non-profit organization which, since 1974, is composed on parents involved on a voluntary basis in the different committees of the educational structure in the youth sector. The FCPQ trains and informs parents, represents and expresses the opinion of parents on the provincial scene, defends their rights and interests in the educational cause, participates in the development of education in collaboration with other partners. The FCPQ holds an annual general assembly in Quebec City in May. CPC designates a delegate and an alternate to attend the Annual General Assembly. The CPC may also designate an observer to the Assembly.



\*\* PPO – Parent Participation Organization

\*\*\* ACSES – Advisory Committee on Special Education Services



**Commission scolaire English-Montréal**

**English Montreal School Board**

COMMUNICATIONS DIVISION