



Section: **Roles and Responsibilities**
Policy #: **1200**
Policy: **Role of Diocesan Policy Committee**

Date Approved: May 27 2006

Revision Dates: May 23 2009

Purpose

The Policy Committee is to support the Board of Directors with the continual update/review of the Policy Manual.

MEMBERS: Vicar of Education, Superintendent, School Council rep, teacher rep, support staff rep, principal rep

APPOINTMENT of a member is made by the Vicar of Education and Superintendent (based on being able to gather people easily). Term is not set.

Policy

REQUEST FOR POLICY REVIEW/DEVELOPMENT:

1. Any of the following groups may put forth a request to review a current policy or propose a new policy: a School Council, principal group, teacher group (AGM), support staff group, staff of an individual school.
2. To request the development of a new policy or the review of an existing policy, the request must be submitted in writing to the Board of Directors via the Vicar of Education in his capacity as chairperson of the Board.
3. If so directed, the Policy Committee will review, research, and form a draft policy. Employees will not deal with policies that are a conflict of interest deemed by the Vicar of Education.
4. The Board of Directors will review the draft policy.
5. The Superintendent will send the draft policy out to gain feedback from School Councils, school staffs, and principals.
6. The Superintendent will present the feedback of the draft policy to the Board of Directors.
7. The Board of Directors may request further research and development of the draft policy.