

## **SCHOOL ADVISORY COUNCIL**

### RESPONSIBILITIES

Council members give time and talent in service to the school. Before Council members can officially participate in School Advisory Council activities, they must participate in an in-service program conducted by the Diocesan Department of Education. All Council members should receive the following minimal orientation before the first regular Council meeting of the school year:

- Opportunity to discuss the Bylaws with the pastor, principal and/or the Executive Committee;
- A tour of the school plant;
- Inspection of the Advisory Council Policy Manual, and an opportunity to discuss policies that need clarification;
- Review of Diocesan Handbooks and School Handbooks
- Review of Diocesan Strategic Plan for Catholic Schools
- Review of previous year's Council meeting minutes.

It is important to the effective functioning of the school that all participants in the governance structure be clear regarding their unique and specific responsibilities.

### **Responsibilities of the School Advisory Council**

The Council is responsible for giving advice that is *reasonable, researched and relevant*.

Duties of the SAC include, but are not limited to:

- Attending all SAC meetings and being well prepared
- Supporting as many activities as possible including retreats and special events
- Becoming knowledgeable about the school
- Contributing to meetings by expressing opinions
- Serving as an “ambassador” of the school to individuals, the public and other organizations

- Supporting the school through a personal financial contribution
- Assuming leadership roles when asked

The Council is responsible for providing advice regarding the following functions:

**Fiscal Matters:**

- developing a school budget
- monitoring the school budget
- establishing tuition regulations
- proposing salary increases
- maintaining the facility

**Strategic Planning:**

- creating and articulating a vision for the school
- initiating and developing short/long-range plans for the school
- identifying short/long term goals to achieve these plans
- on-going evaluation of goals and plans

The specific responsibilities of the various members of the Council are contained in the Bylaws, which serve as a guideline for Council action. Bylaws are reviewed annually at a meeting scheduled for this purpose.

**Responsibilities of the Principal Concerning the School Advisory Council**

The principal serves as the chief administrator of the school and is responsible to:

- Keep the Council fully and accurately informed about the programs of the school;
- Give time to Council activities;
- Act as staff to the full Council and to the executive committee;
- Seek the advice of Council when appropriate; and
- Carry out the various duties of the chief educational administrator of the school.

**Responsibilities of the Pastor Concerning the School Advisory Council**

As a leader of the parish, the pastor serves as the primary representative of the parish. The pastor is responsible to:

- Provide for the sacramental life of the school;
- Attend regular and executive Council meetings;
- Receive advice from the Council;
- Represent the interests of the school to his parishioners;
- Review regularly all fiscal matters pertaining to the school;
- Insure that the parish contributes financially toward the maintenance of the school;
- Provide tuition assistance for students who are active parishioners.