



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

Mandate and Terms of Reference of the Outstanding Home/School Communication Award Committee

Mandate

The Outstanding Home/School Communication Award Committee will review and select for recommendation to the Board one (1) elementary and one (1) secondary school that has best demonstrated Outstanding Home/School Communications during a school year.

Committee Membership

Two (2) Student Trustees and the Chair of the Board or designate.

Meeting Dates, Time and Location

Meetings will be held at the Catholic Education Centre, 650 Rossland Road West in Oshawa at 7:00 p.m. on a date as deemed necessary by the Committee.

Resource Person

Director of Education or designate.

Terms of Reference

1. The Chair and Vice Chair shall be elected at its first meeting following the annual meeting of the Board of Trustees, for a one year term.
2. Meetings will be held in accordance with the Board's approved General Working By-Law and will be conducted *in camera*.
3. The Committee will develop and review a submission criteria and/or a submission template.
4. The Committee will review all submissions for the Outstanding Home/School Communication Award and select one elementary and one secondary school respectively to recommend to the Board of Trustees on or before March 31 for the Outstanding Home/School Communication Award.

5. A copy of the minutes of all meetings will be included in the appropriate session of the Board agenda.
6. Agendas, minutes and supporting documentation related to the Reverend John Markle Memorial Trophy for Outstanding Home/School Communication Award Committee will be kept with the Director of Education or designate.
7. The Committee will operate according to a model of democratic and accountable governance that integrates and embodies Catholic values and traditions.

Effective June 30, 2021