

# **By Laws of Saint Mary's Consultative Council**

## **Mission Statement**

St Mary's Consultative Council will support St. Mary's Catholic School by assisting the pastor and school principal by providing informed support and suggested direction in the designated areas of Development, Fundraising, Marketing/Enrollment, Facilities, Budget, Family Faith Formation and Technology, and as well as other areas as deemed necessary by the pastor and principal.

## **Article I—Name and Purpose**

Section 1—Name: The name of the organization shall be The Saint Mary's Consultative Council

Section 2—Purpose: The purpose of the organization will be to support Saint Mary's School in:

1. Family Faith Formation
2. Facilities
3. Technology
4. Budget
5. Marketing & Enrollment
6. Development
7. Fundraising

The purpose will be expanded or deleted as the goals change as necessary.

## **Article II—Membership and Meetings**

Section 1—Council role, size and compensation—The council members are responsible for providing consultation for the overall direction and sustainability of the school. The day to day operations will be left to the principal and pastor. The Council shall have up to ten (10) members but not fewer than (7). Although the membership includes the school principal, parish priest and a representative teacher, they are not considered part of the ten. The Council receives no compensation for their time.

Section 2—Terms: All members will serve a three-year term beginning in August. The terms will be staggered. The original members shall draw straws to determine which members shall serve one, two and three year terms.

Section 3—Meetings and notice: The council will meet at least monthly at an agreed time and place. The council will not meet in July or December unless otherwise indicated.

Section 4—Agenda: Prior to each meeting an agenda will be prepared by the chairperson in consultation with the principal and pastor. Members may submit items for the agenda to the chairman or principal two days prior to the meeting. The pastor, principal and chairman will determine if the item should go on the agenda.

Section 5—Quorum: A quorum for the purpose of conducting business transactions will be 50% plus one of the membership. No meeting will be held without the principal, or pastor or their designates.

Section 6— Rules of Procedure. The Saint Mary's council will establish their own rules and orders of procedure. In the absence of this, consensus building will be used.

### **Articled III Officers**

Section 1—Officers and Duties: There shall be three officers consisting of a chair, vice-chair, and a secretary, each serving a term of three years. These officers will be appointed by the Pastor and Principal.

The chair will develop an agenda, convene regularly scheduled meetings, and preside at each meeting.

The vice chair will head committees and take over for chairman.

The secretary will be responsible for keeping records of council actions, taking minutes at meetings, sending out meeting notices and distributing minutes.

Section 2—Vacancies: When a vacancy occurs, new members will be recommended by current council members based on the expertise needed on the council. When a member's term expires or they resign from the council, with the pastor's and principal's approval, the chairman will extend the invitation to replace the member. New members may come from the community, parish, or school parents and will be

seated at the August meeting or the meeting immediately following their appointment. If a new member replaces a member mid-term, the new member's term expires at the end of the original member's term.

Section 3—Resignations, terminations, and absences: Resignation from the council must be in writing and received by the secretary. A member could be terminated from the council for excessive absences. More than three consecutive absences without explanation could result in termination.

Section 4—Special meetings: Special meetings of the council may be called at the request of the chair. The secretary will notify members.

#### **Article IV—Committees**

Section 1—Committee formation: The council may create committees as needed. Members of the committees may be from the community, the parish, or the school parents. The committees will be chaired by council members and are subject to direction and control of the full council.

#### **Article IV—Principal and Pastor**

Section 1—Principal: The principal has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The principal will attend all council meetings, report on the progress of the organization, answer questions of the members and carry out job duties.

Section 2—Pastor: The Pastor will attend all council meetings and give final approval or disapproval over all major decisions made by the council for the good of the school.

#### **Certification**

These By-Laws were approved at a meeting of the council  
on \_\_\_\_\_

Secretary\_\_\_\_\_Date\_\_\_\_\_  
\_\_\_\_\_

Proposed May 2015

## St. Mary's Advisory Council Job Descriptions

**Position Title:** Chairman

**Responsible to:** Council

**Purpose of position:** To promote understanding of the purposes and needs of St Mary's school and encourages participation by parents and community members in working towards, improvements in Catholic education.

**Job Description:** Work with principal and pastor to provide a monthly agenda, monthly meeting schedule, and appropriate forms for each; oversee monthly meeting and provide additional training and or workshop opportunities as needed. Ensure support for the initiatives of the pastor, principal and consultative council. Attend public events on behalf of school, providing information regarding school to interested parties.

**Time Required per week/month:** 10hrs/month

**Qualifications and Special Skills:** Communications, organization, and leadership skills.

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**Position Title:** Vice-Chairman

**Responsible to:** Council

**Purpose of position:** To provide leadership and direction in the absence of the chairman.

**Job Description:** To cover the jobs of the chairman in the case that the chairman is unable to carry out his/her duties.

**Time Required per week/month:** 10hrs/month

**Qualifications and Special Skills:** Communications, organization, and leadership skills.

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**Position Title:** Secretary

**Responsible to:** Council

**Purpose of position:** To provide a written account of council meetings and business.

**Job Description:** Attend meetings, take details notes during each meeting. Type notes into a formatted report and send to chairman at least ten days prior to next meeting. Handle any additional communications within the council, including meeting notifications, and information distribution.

**Time Required per week/month:** 10hrs/month

**Qualifications and Special Skills:** Excellent written communications, email skills and organization.

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**Position Title:** Technology Chairman

**Responsible to:** Council

**Purpose of position:** To give advice about where the school should head with regards to technology. Research new technology being used in classrooms and provide suggestions on whether they would benefit St. Mary's.

**Job Description:** Will provide ideas for upgrading and enhancing student use of technology in regards to learning as well as testing. Willing to investigate new software and/or apps for learning.

**Time Required per week/month:** 10hrs/month

**Qualifications and Special Skills:** A background in technology, including knowledge of computers, software and hardware.

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**Position Title:** Facilities Chairperson

**Responsible to:** Council

**Purpose of Position:** The Facilities Chairperson will assist the St. Mary's Consultative Council (Council) in 1) providing leadership and oversight for the construction, revitalization, and maintenance of the campus buildings and grounds; 2)

engaging the Council and other stakeholders to address, on a continuing basis, the School's facilities needs.

**Description of Duties:**

The responsibilities and duties of the Facilities Chairperson shall include the following:

1. Provide leadership and oversight for the construction, revitalization, and maintenance of campus buildings and grounds.
2. Develop and oversee the implementation of strategies to engage the Council and other stakeholders on a continuing basis in efforts to address the School's facilities needs.
3. Develop and monitor, with the school's administration, a comprehensive maintenance program for campus buildings and grounds.
4. Approve and monitor a preventative maintenance program for the campus buildings and its grounds.
5. Consider, as appropriate, matters relating to the campus buildings and grounds of the School, including approval of plans for new construction and revitalization and the prioritization of capital projects plans and requests, as well as, and in coordination with the Council, Our Lady of Belen Finance Committee, and the School's Capital Budget.
6. Provide guidance and advice to the school's Principal, the Council, and Pastor on facilities-related matters.
7. Assist in the generation of the budget as it pertains to on-going maintenance matters.
8. Assess future facility needs in light of a strategic plan.
9. Report orally or in writing to the Council on matters discussed at the most recent Committee meeting
10. Undertake such other matters and review such other issues as may be directed from time to time by the Council.

**Time required each month:** 10 hours or less

**Qualifications and Special Skills:** To have a solid working knowledge of facilities, contracting, and overall understanding of structural issues.



**Position Title:** Family Faith Formation

**Responsible to:** Council

**Purpose of Position:** To encourage families of St. Mary's students to establish a relationship with Christ or to deepen their current relationship with Christ and his Church by inviting families to embrace a Catholic Identity that is rooted in the values of the Gospel and centered in the Eucharist.

**Job Description:**

- To develop a support team
- Provide opportunities for Adult Faith Formation
- Establish programs to assist families as to their role of primary educators of their children's faith
- Make recommendations and seek approval by principal and Father for activity/program being implemented
- Oversee the activity/program that is established
- Follow up with a report after activity/program has been completed. If activity/program is ongoing, provide a monthly report

**Time required:** Time may be determined depending on activity/program that is ongoing. Must be able to make monthly meeting with any travel time. Must set aside time to prepare reports for meetings.

**Qualifications:**

- Leadership skills
- Ability to work independently as well as in a group setting
- Support council decisions, especially if they are for the betterment of the school
- Willingness to accept, explore and execute new ideas
- Ability to communicate effectively and professionally with family members
- Organizational skills
- Ability to prioritize and follow through

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**Position Title:** Marketing and Enrollment

**Responsible to:** Council

**Purpose of position:** focus on brand management and public outreach in an effort to Make Saint Mary's a household name and the most desirable school in Valencia County, K-8.

**Job Description:**

- Promoting Saint Mary's Catholic School to the Valencia County community at large.
- Maintaining a positive and visual image of the school brand in areas across the County.
- Identify challenges and issues. Work with the Consultative Council to recognize internal and external communication opportunities and solutions as well as define and execute appropriate strategies.
- Oversee the continued development and use of the Saint Mary's brand
- Manage relationship with Technology Consultant regarding social media promotion as well as with the principal.
- Recruit a communications support team.

**Time Required per week/month:** Determined by on-going events at any given time. No set amount at present.

**Qualifications and Special Skills:**

- contacts with the community
- strong written communication skills preferred
- willingness to execute tasks and to work independently
- willingness to share ideas with the Council at large
- ability to prioritize and follow through effectively

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**Position Title:** Fundraising Chair

**Responsible to:** Council

**Purpose of position:** To act as a liaison between the advisory council and the chairs of the fundraising committees.

**Job Description:**

- This person will report activities of the various fundraising committees and give feedback from the committees to the council, and from the council to the committees.

- The council fundraising chair works closely with the school principal and the committee chairs of the various fundraising committees to keep track of the progress being made with fundraising activities.
- This person may be required to help develop new fundraising strategies when needed.

**Time Required per week/month:** 1 – 3 hours per month, more may be needed around the time of main events

**Qualifications and Special Skills:**

- Organizational skills
- Detail oriented
- Ability to effectively communicate with committee members and volunteers.