



Sugar Maple Nature School Parent Advisory Committee Group Charge

The Sugar Maple Nature School (SMNS) Parent Advisory Committee (PAC) primary goal is to enhance communication between SNMS administration and parents. Additionally, the mission includes raising non-grant funds to further support the organization's mission, empowering parents by providing training and support to actively engage in their child(ren)'s education and the school community, and cultivating collaborative partnerships to ensure an exceptional school experience for our students and their families.

Specific responsibilities may include:

- **Facilitating Communication:** Act as a vital link between parents and school authorities, ensuring that voices are heard, opinions are respected, and concerns are addressed promptly.
- **Host Parent Forums** at least twice a year to solicit feedback and provide school updates.
- **Promoting Family-School Collaboration:** PAC collaborates with educators and administrators to create programs and activities that foster parent-teacher partnerships, reinforcing the importance of home-school cooperation.
- **Organizing Informative Events:** From workshops on educational best practices to guest speakers on relevant topics, the committee will host engaging events to equip parents with valuable tools and knowledge to support their children's learning.
- **Encouraging Parent Volunteers:** Parental involvement extends beyond the classroom. PAC will work with staff to coordinate volunteer opportunities to meet organizational capacity needs and enhance the school experience for every child.
- **Fundraising support:** The PAC will work closely with the Finance & Fundraising Committee (FAFC) to identify, support and/or execute non-grant fundraising efforts. Including, but not limited to:
 - Develop annual and multi-year fundraising plans that will generate the funds needed to meet the non-grant fundraising goal.
 - Coordinate the implementation of the fundraising plan with fundraising efforts by staff, parents, and other volunteers.
 - Develop the necessary sub-committee systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan; supervise the functions of the subcommittees.
 - Develop a plan for involving Council members in the non-grant resource development activities of the organization.

- Create specific, measurable Council-level goals for the year as part of the full Council planning process.
- Report to the Governance Council at regular meetings of the Council in a manner determined by the Council.
- Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Governance Council.

What is the PAC's main objective?

The committee's main objective is to present parents' concerns, opinions, questions and perspectives in an open forum directly to SMNS school administrators. With parental feedback, the administration can then make more informed decisions about issues pertinent to student's education. SMNS school policy is not decided by the PAC, the committee only discusses the concerns. PAC makes recommendations to the SMNS Governance Council.

Public Forum meeting information:

Public Forum meeting dates and times will be determined by the PAC at the beginning of the year. The PAC chairperson will arrange the agenda with feedback from the school representatives along with concerns the Director of Education may have. These topics may include, but are not limited to:

- Technology Planning
- Internet Safety
- Enrichment Opportunities
- Field Trips
- Curriculum Feedback
- Program Feedback

Membership Criteria

The PAC will consist of two or more parents; one or more community representatives; the SMNS Administrator (Director of Education); one SMNS Governance Council representative as an ex officio member; and other teachers, staff, parents or community members as appointed by the SMNS Governance Council. Parents, community members, and staff may request membership and are subject to the SMNS Governance Council's or Administrator's approval.

At our school, we highly value the inclusion of diverse perspectives, and we believe that parents play a crucial role in contributing to the success of our committees. In order to ensure a well-rounded representation of voices on the committees and address concerns about the availability of time, the Governance Council will make an effort to avoid appointing parents who have children in the same grades or currently serve on other committees or hold school leadership positions. This approach will allow us to create a broader range of perspectives and

experiences within our committees and ensure that all parent volunteers have the time and energy to fully participate. We appreciate your understanding and support as we work to foster a more inclusive and diverse environment for our school community.

The GC selects parents/community members based on relevant experience, desire and ability to serve in this capacity, and committee needs throughout the school. The SMNS Governance Council will confirm the appointments of this committee.

Decisions require a quorum to be present. A quorum for the FASC consists of a majority of members. All approved or appointed members are to have immediate voting rights upon SMNS Governance Council approval.

Committee composition, terms and expectations

Committees shall be made up of not less than three (3) and no more than nine (9) individual members representing the GC, teachers, staff, parents and community members comprising each committee. The group should be balanced to reflect diversity in profession, perspective, demographics and location within the school and greater community.

Committee terms are for 1 year. The committee meets on a regular basis, typically monthly. The monthly time commitment is approximately five to eight hours. Committee members do not receive compensation for service.

Applicant criteria

Applicants must:

- Be willing and able to commit five to eight hours a month in service of the objectives described above.
- Be willing to support achievement of the SMNS work plan, including fundraising responsibilities, and provide support for continued growth of the school.
- Be willing to work collaboratively in an online environment, using systems such as Google chat, shared documents and videoconferencing.
- Individual committee members should avoid representing the committee as a whole, and maintain confidentiality and trust by refraining from discussing committee matters outside of official meetings.
- Ideal candidates will have previous experience and be passionate about the school and its impact on the local community.