



Rosseau Lake College Parent Guild Terms of Reference

VISION

The Rosseau Lake College Parent Guild (PG) is an integral part of the school community that works in collaboration with the school administration. Members contribute and volunteer in many ways to promote and support special events and fundraising initiatives as well as to help create a welcoming family atmosphere at the school.

MISSION

In the spirit of partnership and service, the Rosseau Lake College Parent Guild supports and enhances the Rosseau Lake College community.

COMPOSITION

Membership

All parents and guardians with children enrolled at RLC are members of the Parent Guild.

Committee Member

Committee Members are those who regularly attend PG meetings either in person or virtually. Committee Members should include a day student parent, a parent of a Canadian boarder and a parent of an International boarder.

Parent Guild Leadership

The RLC Parent Guild requires leadership to ensure the delivery of their purpose in an effective and efficient manner. The Leadership Committee will include the following positions Chair, Past-Chair, Communications Representative and Advancement Office Representative. Members can self-nominate or nominate a fellow member at the first annual Parent Guild meeting at the beginning of the school year. Leaders will be

elected with a simple majority vote of a quorum present at the meeting, with a two year term beginning on September 1 and ending on August 31. The Parent Guild Leadership will work in partnership with the Advancement Office to facilitate their vision.

Chair

- Calls, sets agenda and presides at all regular and special meetings of the Parent Guild.
- Works closely with the Advancement Office to ensure the activities of the Parent Guild are aligned closely to those of the School.
- Leads the Parent Guild to assess progress against RLC's Strategic Plan and the Alumni & Parent Relations Strategic Plan.
- Assists the Past Chair as a leader within the PG to set goals and assess progress and performance.
- The Chair takes the position of Past Chair after their term, unless they are unavailable to serve or unless otherwise determined by the Head of School.

Past Chair

- Works closely with the Advancement Office to ensure the activities of the Parent Guild are aligned closely to those of the School.
- Assists the Chair as a leader within the PG to set goals and assess progress and performance.
- Provides continuity and context between recent work of the PG and upcoming work.
- Mentors the Chair.

Communications Representative

- Work with the Advancement Office to ensure accurate and timely information for parents.
- Assist in the creation and editing of all PG documents.
- Record minutes at each meeting and prepare for distribution to all Parent Guild members, Head of School and all RLC faculty/staff.

Advancement Office Representative

- Liaison between the Parent Guild and other groups within the school community including: Head of School, Administration, Faculty/Staff, Alumni Association and Student Leaders.

- Communicate with current parents on behalf of the Parent Guild through the email address parent.guild@rosseaulakecollege.com. Direct incoming emails to the Chair of the PG when necessary.
- Answer questions related to the school community and invite faculty/staff members and/or student prefects to attend meetings when necessary.

MEETINGS

To be held once a month with the exception of December, March and July. The meeting date and location is to be determined at the end of each meeting and communicated to all members. Reminder to be sent to Committee Members allowing at least five (5) days prior notice.

OBJECTIVES

- To maintain the Parent Guild as a working partner with the school community
- To promote awareness of the responsibilities, goals and objectives of the Parent Guild
- To foster collaboration and communication between stakeholders
- To nurture a sense of ownership and loyalty to RLC through volunteer participation in and knowledge of school activities.
- To attend school activities and events and encourage other RLC community members to attend.
- To increase the membership of the RLC Parent Guild by welcoming new members

PROCESSES & PROCEDURES

- All PG activities and events will be aligned with RLC's strategic priorities and the priorities of the Alumni & Parent Relations Strategic Plan.
- All members of the PG are expected to adhere to RLC's Code of Conduct and other governing documents.
- Members will serve as ambassadors of the school.
- The Guild shall not interfere in any way with the administration or operation of the College.
- Significant proposals or recommendations of the Leadership Committee, including but not limited to events, expenditures and communications, will require the pre-approval of the Advancement Office Representative prior to implementing or presenting such proposals to the full PG membership

- The signing authority for approval of PG expenses is the Director of Advancement.
- All PG communications must be approved by the Advancement Office Representative prior to distribution.
- All donations to RLC through PG activities and events must fit within the gift acceptance policies of the College.
- Roles will be designated through the September nomination process. Where there is more than one interested parent volunteer for the role, the volunteers will work together to share the responsibilities.
- Members of the PG, present either in person or by teleconference, should work to achieve consensus. When consensus cannot be reached the Advancement Office Representative will bring relevant information forward to the Head of School.

Parent Guild Annual Plan 2019/2020

Classroom Dress Resale

Required: 2 volunteers

Time Required: Varies

Responsibilities: End of school year volunteers should collect, sort, clean & iron used uniforms and hang them in the Used Uniform Resale Office. Two volunteers are required at Registration Day to assist students and parents purchase used uniforms.

Registration Day

Required: Unlimited

Time Required: 2-4 hours Registration Day

Responsibilities: Meet and greet new and returning families to RLC and provide a welcoming family atmosphere. Introduce new parents to the Parent Guild and invite parents and guardians to attend meetings and participate as volunteers.

Fall Colours Triathlon Weekend & Parent Social

Required: Unlimited

Time Required: 2 hours plus attend event

Responsibilities: Work with the Advancement Office to promote the event to the RLC Community. Represent the PG at the event as an assistant or participant.

Winterfest Social

Required: 2 volunteers

Time Required: 2 hours plus attendance

Responsibilities: Prepare invitation to the Winterfest Parent Social in the Log Cabin. Set up the Log Cabin, purchase beverages and organize food with RLC Kitchen.

Student 4 A Day

Required: 2 volunteers

Time Required: 2-4 hours, 3x/year

Responsibilities: To provide a parent's perspective of the School during tour events.

RLC Archives

Required: 1 volunteer

Time Required: flexible

Responsibilities: To help preserve the history of Rosseau Lake College to ensure that activities and personalities of today are preserved for the future of RLC.

School Ambassadors

Required: unlimited, International Parents

Time Required: 2-4 hours

Responsibilities: To provide a parent's perspective of the School during admissions events at various locations around the world. Orientation will be provided by the RLC Admission Department and all information will be supplied. Locations TBD.

Winter Carnival

Required: Unlimited

Time Required: 2 hours plus attend event

Responsibilities: Work with Advancement Office to promote the event to the RLC Community. Represent the PG at the event as an assistant or participant.

Decade Reunions

Required: unlimited

Time Required: variable

Responsibilities: Work with the Advancement Office to organize Decade Reunion Fundraising Event. Participate in ticket sales, event planning and fundraising.

Parent Guild Committee Members - 2020/21

Leadership Committee

Jessica Tickle, Co-Chair

Jennifer Adair, Co-Chair

Casey Erin Wood, Communications Representative

Alison Withey, Treasurer

Lyndsay Bensen, Secretary

Kim Bissonette Morton, RLC Advancement Office Representative

Committee Members