

PROTOCOL

ADVISORY PARENTS COMMITTEE HARRINGTON COLLEGE OF CANADA

MISSION

- ON AN **ADVISORY BASIS ONLY** (NO POWER TO MAKE DECISION OR IMPOSE OPINION TO COLLEGE ADMINISTRATION), THE MISSION OF THE ADVISORY PARENTS COMMITTEE IS:
 - TO SUPPORT AND WORK HAND IN HAND WITH HCC ADMINISTRATORS IN THEIR EFFORTS TO PROVIDE THE BEST ENVIRONMENT POSSIBLE TO HCC STUDENTS IN ALL ASPECTS OF THEIR LIFE AT HCC
 - TO PROVIDE A FORUM FOR DISCUSSION OF ISSUES AS WELL AS A CHANNEL OF COMMUNICATION BETWEEN PARENTS AND HCC ADMINISTRATION AND VICE-VERSA
 - TO DISCUSS WITH HCC ADMINISTRATION ANY CONCERNS PARENTS MAY HAVE, FROM TIME TO TIME, AND IF APPROPRIATE, TO SUGGEST POSSIBLE SOLUTIONS AND/ OR OFFER SUPPORT
 - TO CONVEY PARENTS IDEAS OR CONCERNS TO HCC ADMINISTRATION: THE WHOLE, WITHOUT PREJUDICE TO PARENTS' RIGHT TO DISCUSS THEIR CONCERNS OR IDEAS DIRECTLY AND/OR SOLELY WITH COLLEGE ADMINISTRATORS
 - TO PROMOTE PARTICIPATION AND THE INPUT OF ALL PARENTS, INCLUDING THOSE ABROAD, SO AS TO KEEP ON MAKING HCC THE BEST IT CAN BE
 - TO RECEIVE INFORMATION FROM HCC ADMINISTRATION ON HCC PROJECTS, ACHIEVEMENTS, GOALS, ETC.
- THE MAIN AREAS OF ACTIVITIES OF THE ADVISORY PARENTS COMMITTEE SHALL BE: - IMPROVED COMMUNICATION BETWEEN HCC ADMINISTRATION AND PARENTS; - SPECIAL PROJECT SUPPORT ; - SOCIAL ACTIVITIES AND - IMPROVEMENT OF STUDENT LIFE

STRUCTURE AND FUNCTIONING OF THE ADVISORY PARENTS COMMITTEE

- HCC ADMINISTRATION HAS COMMITTED TO HAVE AT LEAST ONE REPRESENTATIVE PRESENT AT EACH ADVISORY PARENTS COMMITTEE MEETING AND ALSO, TO PROVIDE A MEETING ROOM ON ITS PREMISES, FOR ALL SUCH MEETINGS
- THE FUNCTIONING OF THE PARENTS COMMITTEE SHALL BE KEPT AS SIMPLE AND INFORMAL AS POSSIBLE
- THERE SHALL BE FOUR OR FIVE MEETINGS OF THE ADVISORY PARENTS COMMITTEE PER SCHOOL YEAR, I.E.
 - AS OF 2009, THE FIRST MEETING SHALL BE SCHEDULED DURING THE FIRST WEEK OF SCHOOL, IN AUGUST.
 - OTHER MEETINGS SHALL BE SCHEDULED WITHIN TWO WEEKS FOLLOWING THE END OF EACH OF THE FIRST THREE TERMS OF THE SCHOOL YEAR, I.E.:
 - END OF NOVEMBER
 - MID FEBRUARY
 - MID MAY
 - IF DEEMED APPROPRIATE BY THE *MANAGING BOARD* ELECTED AS PER HEREAFTER, ANOTHER MEETING OF THE ADVISORY PARENTS COMMITTEE MAY BE SCHEDULED IN MID JUNE, BEFORE THE END OF SCHOOL YEAR
- ANY AND ALL HCC PARENTS MAY ATTEND THE ADVISORY PARENTS COMMITTEE MEETINGS
- ALL MEETINGS SHALL BE HELD IN ENGLISH UNLESS ALL PARENTS PRESENT DECIDE DIFFERENTLY, UNANIMOUSLY
- AGENDAS AND MINUTES OF ALL MEETINGS SHALL BE DRAFTED IN ENGLISH.
- PARENTS WHO CANNOT ATTEND AN ADVISORY PARENTS COMMITTEE MEETING MAY SUBMIT THEIR CONCERNS AND COMMENTS THROUGH A DIRECTOR OF THE *MANAGING BOARD* AND REQUEST THAT THE MATTER BE ADDED TO THE MEETING AGENDA
- WHEN AN ITEM REQUIRES APPROVAL BY WAY OF PARENTS VOTE, VOTING SHALL TAKE PLACE IN PERSON DURING OFFICIAL ADVISORY PARENTS COMMITTEE MEETINGS UNLESS DEEMED BOTH NECESSARY

AND ACCEPTABLE BU THE MANAGING BOARD TO VOTE OTHERWISE (E.G. BY E-MAIL OR BY LETTER)

- THERE SHALL ONLY BE ONE VOTE PER FAMILY UNLESS TWO CHILDREN OR MORE OF THE SAME FAMILY ARE SIMULTANEOUSLY ATTENDING HCC, IN WHICH CASE THIS FAMILY SHALL BE ENTITLED TO TWO A MAXIMUM OF TWO VOTES
- MINUTES OF EACH ADVISORY PARENTS COMMITTEE MEETING WILL BE SUBMITTED FOR APPROVAL AT THE FOLLOWING SUCH MEETING: THE MINUTES SHALL BE APPROVED BY MAJORITY VOTE OF THE PARENTS WHO WERE PRESENT AT THE MEETING CONCERNED BY THE MINUTES.
- ONCE APPROVED, THE MINUTES OF EACH ADVISORY PARENTS COMMITTEE MEETING SHALL BE MADE AVAILABLE TO ALL HCC PARENTS

MANAGING BOARD OF THE ADVISORY PARENTS COMMITTEE

- FOR EFFICIENCY PURPOSES, A *MANAGING BOARD* SHALL BE APPOINTED TO COORDINATE AND SUPERVISE THE ACTIVITIES AND PROJECTS OF THE ADVISORY PARENTS COMMITTEE AS WELL AS THOSE OF *AD HOC COMMITTEES*
 - THE *MANAGING BOARD* SHALL BE COMPOSED OF A MINIMUM OF THREE AND A MAXIMUM OF FIVE DIRECTORS INCLUDING A PRESIDENT AND A SECRETARY/TREASURER:
 - HCC PARENTS INTERESTED TO BE PART OF THE *MANAGING BOARD* MAY SUBMIT THEIR CANDIDACY EITHER IN WRITING TO THE CURRENT PRESIDENT OF THE CURRENT *MANAGING BOARD* AT LEAST 48 HOURS PRIOR TO THE FIRST MEETING OF EACH SCHOOL YEAR, OR IN PERSON, DURING THE SAID MEETING OF THE ADVISORY PARENTS COMMITTEE
- *EXCEPTIONNALLY, FOR SCHOOL YEAR 2008-2009, THE MEMBERS OF THE MANAGING BOARD WILL BE APPOINTED DURING A PARENTS MEETING TO BE HELD ON DECEMBER 18, 2008, AT 18H30, ON HCC PREMISES AND ALL CANDIDACIES MUST BE FORWARDED TO THE PRESIDENT OF HCC, MR JOHN KEIGHTLEY*
- IF MORE THAN FIVE (5) PARENTS DULY SUBMIT THEIR CANDIDACY, PARENTS WHO ARE PRESENT AT THAT MEETING WILL BE CALLED

UPON TO VOTE AND DECIDE WHO WILL BE APPOINTED TO THE
MANAGING BOARD

- PARENTS WHO SUBMIT THEIR CANDIDACY TO THE *MANAGING BOARD* SHALL COMMIT TO BE PHYSICALLY PRESENT AT MEETINGS. THEY SHALL COMMIT TO MAKE THEMSELVES AVAILABLE TO PARENTS AND/OR HCC ADMINISTRATION, WHENEVER THEIR ASSISTANCE OR INPUT IS REQUIRED. THEY SHALL ALSO COMMIT TO PARTICIPATE TO THE *MANAGING BOARD* MEETINGS AND ACTIVITIES
- THE TERM OF OFFICE FOR THE MEMBERS OF THE *MANAGING BOARD* SHALL BE UNTIL THE BEGINNING OF THE FOLLOWING SCHOOL YEAR WHEN THE MEMBERS OF THE NEW *MANAGING BOARD* ARE APPOINTED OR CONFIRMED
- THE *MANAGING BOARD* SHALL BE RESPONSIBLE TO ORGANIZE THE ADVISORY PARENTS COMMITTEE MEETINGS:
 - THE *MANAGING BOARD* SHALL CONFIRM TO ALL HCC PARENTS, BY E-MAIL, THE DATES OF THE ADVISORY PARENTS COMMITTEE MEETINGS
 - AT LEAST TWO WEEKS IN ADVANCE, THE *MANAGING BOARD* SHALL FORWARD TO ALL HCC PARENTS, BY E-MAIL, THE PROPOSED AGENDA FOR THE UPCOMING ADVISORY PARENTS COMMITTEE MEETING AND INVITE PARENTS TO SUBMIT THEIR COMMENTS AND SUGGESTIONS
 - WHETHER HE/SHE CAN ATTEND THE SAID MEETING OR NOT, ANY PARENT WHO WISH TO ADD AN ITEM TO THE AGENDA MUST SUBMIT THE RELEVANT INFORMATION TO THE *MANAGING BOARD* AT LEAST ONE WEEK BEFORE THE DATE ON WHICH THE MEETING IS SCHEDULED TO BE HELD: THE NEW ITEM WILL THEN BE ADDED TO THE MEETING AGENDA
 - THE *MANAGING BOARD* SHALL MAKE AVAILABLE TO ALL HCC PARENTS, THE DULY APPROVED MINUTES OF ALL ADVISORY PARENTS COMMITTEE MEETINGS
- THE *MANAGING BOARD* SHALL COORDINATE THE CREATION AND THE WORK OF *AD HOC COMMITTEES* ON VARIOUS SUBJECTS AIMED AT IMPROVING COMMUNICATIONS BETWEEN HCC ADMINISTRATION AND PARENTS, AS WELL AS STUDENT LIFE.
 - FOR EXAMPLE, *AD HOC COMMITTEES* COULD WORK ON: ORGANIZING EXTRA CURRICULAR ACTIVITIES FOR HCC

STUDENTS; DEVELOPING SPECIAL PROJECTS; IMPROVING STUDENT LIFE; IMPROVING HCC WEBSITE AND/OR INFORMATION AVAILABLE TO ALL PARENTS; WAYS OF PROMOTING PARTICIPATION, INPUT AND SUPPORT FROM PARENTS ABROAD; ETC.

- THE MEMBERS OF THE *MANAGING BOARD* MAY BE CALLED UPON TO ACT AS LIAISON BETWEEN HCC ADMINISTRATION AND ANY HCC PARENT OR GROUP OF PARENTS, ON AN *AS NEEDED* BASIS. THE *MANAGING BOARD* DOES NOT, HOWEVER, INTERFERE IN PRIVATE DISPUTES BETWEEN HCC AND PARENTS/STUDENTS
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THIS PROTOCOLE HAS BEEN DULY APPROVED BY VOTE OF HCC PARENTS, AT A PARENTS MEETING HELD ON HCC PREMISES, ON DECEMBER 18, 2008 AT 18H30, UNDER THE CHAIRMANSHIP OF JOHN KEIGHTLEY, PRESIDENT OF HCC

JOHN KEIGHTLEY

JOHANNE SAVARD, PREDISENT OF MANAGING BOARD OF ADVISORY PARENTS COMMITTEE