



**Regional School Advisory Council**  
**Terms of Reference**  
**February 2024**

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## **Background**

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The Regional School Advisory Council is an opportunity for members of TCRCE School communities to provide local voice on a regional level directly to the Regional Executive Director of Education.

## **Mandate**

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The Committee mandate is to provide advice to the Regional Executive Director of Education, share community issues, and discuss potential solutions. The focus of the committee should be on student achievement and well-being; enhancing local voice; and relevant local issues as determined by the group.

## **Membership**

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Members of the Regional SAC Advisory Council will be appointed by the Regional Executive Director of Education, and will include:

**A.** School Advisory Committee (SAC) members with a mix of parents/guardians/community members.

Factors considered in Committee composition reflecting the Region will include:

- Geography, representing all three counties
- School configuration (elementary, middle level, high school)
- Rural and urban school communities

Where applications from SACs do not allow the Committee to have diverse representation that reflects the composition of the regional community, adding members who are not from SACs will be considered.

The RED will consider representation from:

- Mi'kmaw/Indigenous communities
- People of African descent
- 2SLGBTQIA+ communities
- Newcomers
- Disability communities
- Any other groups as appropriate to represent regional diversity

**B.** Membership will be sought through an expression of interest from current parent/guardian and school community SAC members.



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Members will serve a term of up to two years. In the first year of this Committee (2024), some members may be asked to serve a term longer than two years to allow for a staggered turnover of members to ensure integrity and history on the Committee.

### **Roles & Responsibilities**

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- A. The Regional Executive Director of Education will appoint members to the Committee and will identify issues for the Committee to discuss and to make recommendations on.
- B. Members will fulfill the Committee's mandate to the best of their ability, in an objective and open-minded manner, and in accordance with the rules of confidentiality provided to them.
- C. The Region will provide administrative support to the Committee including:
- Ensuring that members have the necessary information to enable them to fulfill their mandate
  - Providing members with the rules of confidentiality
  - Processing the reimbursement of expenses, if required
  - Members will abide by SAC guidelines on how to be an effective council:
    - act in the best interest of students
    - strive to provide accurate information
    - uphold a high level of integrity and courtesy at meetings
    - adhere to democratic principles
    - declare any possible conflicts of interest
    - demonstrate trust and respect for members
    - create a positive atmosphere during meetings, at school, and in the school community

### **Meetings**

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The Regional School Advisory Council will meet 3 times per year, normally once in the fall, once in the winter, and once in the spring, as organized by the Regional Executive Director. Additional meetings may be called by the Regional Executive Director of Education at their discretion. Consideration will be given to moving in-person meetings to different areas of the region. Meetings may be held in person or virtually.

Meetings will be no longer than two hours in length.

Members will not be remunerated for serving on the Committee but will be reimbursed for reasonable expenses incurred in fulfilling their duties as members. Expenses are reimbursed based on the TCRCE Travel and Expense Reimbursement policy.