



Parents' Guild - Guiding Principles

Purpose

The purpose of the HSC Parents' Guild (PG) is to nurture a spirit of friendship and community at HSC and to assist the Advancement Office in raising funds to enhance the HSC learning environment. The PG has been created and exists at the discretion of the Board of Governors, which has delegated the oversight of the management of the PG and its activities to the Head of College and/or their designate, the Director of Advancement.

Membership

All parents and guardians with children enrolled at HSC are members of the Parents' Guild. Quorum at meetings is defined as all those present. Each member of the Parents' Guild is entitled to a single vote to be exercised at PG meetings on matters deemed to require a majority decision. Where possible, except in the election of PG Leadership, all efforts will be made to use consensus as a decision making tool.

Parents' Guild Leadership

The HSC Parents' Guild requires leadership to ensure the delivery of their purpose in an effective and efficient manner. Members can self-nominate or nominate a fellow member through the online nominations process. The PG Leadership will work in partnership with the Advancement Office to facilitate their purpose to support a spirit of friendship and community at HSC and to assist in raising funds to enhance the HSC learning environment.

This "Leadership Steering Committee" (LSC) will include the following positions: Chair, Past-Chair and Vice-Chair. The LSC will work closely with the Advancement Office to facilitate the day to day activities of the Parents' Guild. The roles and responsibilities for each LSC position are outlined in the Position Descriptions document. All positions terms are for one year—July 1-June30.

The Parents' Guild appoint volunteers, dependent upon interest, each year, as school representatives from each of the Montessori, Junior, Middle and Senior Schools, each of whom shall serve as a School Representative. There is also an opportunity to serve as the New Parent Chair, which focuses on integrating new families into our school community.



Processes & Procedures

1. Significant proposals or recommendations of the LSC, including but not limited to events, expenditures and communications, will require the pre-approval of the Director of Advancement, prior to implementing or presenting such proposals or recommendations to the full PG membership.
2. All PG led events will begin with the submission of a plan and budget (created in association with the Advancement Office staff representative to the PG) to the Director of Advancement for approval. The approved annual plan of all events will be presented in the spring, for the following school year, to the PG membership for feedback and suggestions.
3. All PG activities and events will be aligned with the school's strategic priorities.
4. All members of the PG are expected to adhere to the College's Code of Conduct and other governing documents.
5. In the event of a vacancy in the LSC or Representative positions of the PG, the Head of College, in consultation with the Director of Advancement and Board of Governors, will determine the most appropriate course of action. Mitigating factors will include but are not limited to: time of year; the role vacated; the impact on the effective operations of the PG and other school wide considerations.
6. After the annual events plan is finalized and approved the previous spring, no additional events will be added without the pre-approval of the Director of Advancement.
7. The signing authority for approval of PG expenses is the Director of Advancement.
8. The signing authority for any contracts is the Head of College and/or Director of Finance.
9. Purchase orders and budget items are to go through and signed off by the Advancement Office/Manager of Advancement.
10. Roles will be designated through the Spring nominations process. Where there is more than one interested parent volunteer for the role, the volunteers will work together to share the responsibilities.
11. All Parents' Guild communications must be approved by the Manager of Communications and/or the Director of Advancement (or designate) prior to distribution.
12. All members of the PG are expected to report back to the Leadership of the PG on their activities.
13. Members of the PG, present either in person or by teleconference, should work to achieve consensus. When consensus cannot be reached, the LSC will bring relevant information forward to the Director of Advancement.
14. All donations to HSC through PG activities and events must fit within the gift acceptance policies of the College. When in doubt, please check in with the Office of Advancement.



15. The allocation of funds raised will be determined by the PG LSC in conjunction with the Advancement Office in September and are to be spent in the year they are raised. The allocation of funds will be determined from the priorities of the school. The Manager of Advancement will inform the Business Office as to the allocation for that year.
16. The PG may assign a volunteer to facilitate communications. This person will work closely with the Office of Advancement to ensure timely and appropriate communications for PG events. All communications must be approved by the Director of Advancement (or designate) prior to distribution.
17. PG communications may be distributed through school channels i.e. Junior School secretary, but only after they have been approved by the Director of Advancement.
18. The PG Leadership Steering Committee may appoint sub-committees to assist with the planning of PG events. Sub-committees working within the PG will act in accordance with these Guiding Principles. Some events may require the involvement of HSC's Events Coordinator. The Advancement Office will determine which events require the involvement of the Events Coordinator.

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