

## Administrative Procedure 111

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### COUNCIL OF SCHOOL COUNCILS

#### Vision:

- To create and sustain **unified voice** and **unified mobilization** for all school councils in the division.

#### Mandate:

- To ensure equal information dissemination across all school councils
- To mobilize community action and participation in coordination with the division's lobbying/advocacy activities
- To potentially generate revenue for the division's coordinated programs

#### Procedures

##### Meeting structure, agenda and attendance:

- The COSC parent membership will elect a Chairperson yearly
  - The Chairperson will coordinate with the division around all COSC related business
  - The Chairperson will facilitate COSC meetings
- Meetings are structured to mirror how the Board of Trustees build their Committee of the Whole agendas:
  - Each school council Chairperson or delegated representative contributes questions and concerns to the agenda by forwarding these to the COSC Chairperson
  - These items are discussed with the Superintendent and an agenda is finalized
  - Discussion of these items at COSC meetings is communicated back to the respective school councils by the Chairperson or delegated representative
- The Executive team presents their lobbying and advocacy focus for the quarter. This is their sole contribution standing item contribution to the agenda.
- The Manager of Communications and Community Engagement prepares coordinated advocacy materials to be used by school councils, at their discretion
- A rotating member of COSC prepares summary highlights of the meeting, reviewed by the division before distribution by the Chairperson
- Meetings will be scheduled twice yearly. Additional meetings are at the discretion of the Chairperson
- Meetings are attended by a rotating member of the Board of Trustees and Executive Team
- School leaders are welcome to attend meetings at their discretion