

## **Parent Education Fund Ad Hoc Committee Terms of Reference**

### **Purpose:**

The Parent Education Fund Committee is an ad hoc committee established by the Board of Education (Bylaw 9140 Ad Hoc Committee of the Board) to develop recommendations for the implementation of the Parent Education Fund.

### **Deliverables:**

The Parent Education Fund Ad Hoc Committee has three deliverables:

1. To develop eligibility and criteria required to be considered for funding
2. To develop an application process and selection criteria
3. To develop reporting requirements.

### **Membership:**

The committee may be comprised of the following voting members:

- One Trustee appointed by the Board Chair
- A Senior staff member appointed by the Superintendent
- One VCPAC representative

### **Timeline:**

The Committee will prepare a summary report and implementation plan to be submitted to the Operations, Policy and Planning (OPPS) Committee as soon as it has completed its work.

### **Voting:**

Decisions will be made by consensus, if possible. If no consensus is reached, a majority vote will take place.

### **Procedural Notes:**

**Date Adopted: June 15, 2015**