

Portfolios

School Board portfolios include: Human Resources, Finance, Development, Policy, Communications, Education, Faith, and St. Ignatius School Parents' Advisory Council Representative. The list of portfolios is subject to amendment or adjustment by current Directors.

Principal

The Principal as Chief Operating Officer attends all Board meetings and presents monthly reports on the operation of the school. The Principal is responsible and accountable for the day-to-day operation of the school, in accordance with the strategic agenda. (He/she is also the liaison between the staff and the Board). The Principal provides academic, administrative and spiritual leadership in the school.

Executive

The Board currently has an Executive Committee made up of the Chair, Vice-Chair, Past Chair, and the chairpersons for the finance and human resource portfolios. The Principal attends all executive meetings in his/her capacity as Chief Operating Officer and brings issues to the attention of the executive. The executive represents the Board in dealing with tactical decisions and day-to-day business decisions. The Chairperson is responsible for reporting decisions and information from executive meetings to the main Board at monthly meetings.

Pastor

The Pastor plays an important role on the School Board. As the Church's representative, he invokes divine guidance at all meetings and represents the Archbishop in all matters pertaining to faith, morals, and Church Law. Under Canon Law, the Pastor is the canonical administrator of all parish goods including the school. The Pastor brings to the Board his total view of the life and direction of the Parish mission.

Chairperson

The chairperson is elected by the Board of Directors each year to act as the chief facilitator of board business, and is responsible for ensuring that the Board fulfills its duties and responsibilities as Directors of St. Ignatius School Inc. These responsibilities include financial and administrative accountability to the members of St. Ignatius School Inc. The chairperson generally has the same authority and responsibility as a chief executive officer (General By-law. Paragraph 8(b)).

Duties/Responsibilities:

- In conjunction with Board members and the Principal, sets agendas for monthly Board meetings
- Chairs monthly meeting and is responsible for the orderly conduct of business
- Ensures Board operates within General By-law No. 1 of St. Ignatius School Inc.
- Coordinates and facilitates Board and Executive Committee meetings
- Ensures that meetings and the conductance of business are duly recorded
- Fosters an atmosphere of cooperation and unity at Board meetings
- Reviews correspondence received and forwards it to the Board
- Holds co-signing authority for contracts, agreements and other documents required to be executed under seal
- Holds signing authority for administrative and financial reports authorized by the Board of Directors
- In conjunction with the Board and Principal, is responsible for the orderly operation of the school
- In conjunction with the Board, is responsible for ensuring that all School Board policies are followed, in

the conduct of the Board's business

In conjunction with the Board, is responsible for the creation, revision and maintenance of the School Board Policies

Ensures that the Board of Directors conducts its business in an open and transparent manner

Ensures that the Board is accessible and responsive to the school parent community

May be elected for a second one-year term

Past Chairperson

Duties/Responsibilities:

Chairs nomination committee

Serves as Member on the Human Resource Committee

Coordinates annual Board Retreat

Vice Chairperson

To improve continuity in the transition to a new Chairperson, the Vice-Chair position was created. This role provides a future Chairperson the opportunity for development and experience prior to finally taking the Chair. The Vice-Chair is normally expected to assume the Chairperson's role. However, the positions of Chairperson and Vice-Chairperson are elected ones, so the succession to Chairperson is not automatic.

Duties/Responsibilities:

Supports the Chair in the fulfillment of his/her responsibilities as listed above

Fills in for the Chair when he/she is not available

Chairs Special Subcommittee

Finance

The Chair of the Finance portfolio is also the Treasurer, as appointed by the Board of Directors. Key responsibilities include: the annual budgeting process; the rolling three-year financial plan; and keeping the board informed of performance against budget.

Duties/Responsibilities:

Is custodian of the financial assets of the school

Approves expenditures of the school

Provides monthly financial summaries to the Board, and to the Parish Finance Council

Directs the annual budget preparation process

Provides financial analysis for Board initiatives

Co-signs staff contracts

Human Resources

Duties/Responsibilities:

Oversees the professional staffing of the school

Coordinates the hiring process for professional staff

Sits on the Board/Staff Liaison Committee

Reviews and ensures that policy on human resource selection and management are followed

Reports to the Board on Human Resource activities

Education

Duties/Responsibilities:

Keeps the Board informed on educational issues and challenges

Provides vision for responding to challenge and change

Development

Duties/Responsibilities:

Coordinates Board fundraising activities

Recommends new fundraising activities

Reports to the Board on fundraising results

Faith

This portfolio is responsible for faith issues and faith development for the Board.

Duties/Responsibilities:

Leads the Board in prayer at Board meetings

Provides faith development opportunities for the Board

Supports faith initiatives in the school

Communication

Duties/Responsibilities:

Keeps the parish community informed of school activities and events

Maintains school displays in the Church

Develops communication materials

Prepares school newsletter articles (Ignition)

Recommends about communication policy

SISPAC Representative

Duties/Responsibilities:

Acts as liaison between the Board and SISPAC

Attends meetings of both the Board and SISPAC

Ensures activities are coordinated between SISPAC and the Board

Policy

Duties/Responsibilities:

Prepares a program for policy review

Oversees the policy review process

Reports to the Executive Committee and the full Board with recommendations for updates/changes, etc.