

## **Terms of Reference – Parent/Teacher Council**

Approved by the President on April 15, 2021

Revised on December 1, 2021

The Parent/Teacher Council (“PTC”) builds effective cooperation and partnership between the Child Development Center (“CDC”) (includes School Aged Program (“SAP”)) parents/carers and CDC Classroom Staff to assist in the provision of high-quality childcare and educational services and well-being of the children attending the CDC programs.

### **Role of the Committee:**

- Bring comments and suggestions from CDC parents/carers and CDC Classroom Staff for discussion.
- Advise the CDC Director on matters affecting the daily operation of the CDC.
- Advise and guide parents/carers on the proper procedures for raising classroom and daily operational issues with the CDC.
- Notify CDC parents/carers on the outcome of issues discussed in the PTC meetings.

### **Membership:**

- 4 CDC parents or carers can be self-nominated or nominated by others. If more than 4 nominations are received, an election among the parents/carers (one vote per family) will be held.
- 4 CDC teachers can be self-nominated or nominated by others. If more than 4 nominations are received, an election among the teachers will be held.
- The CDC Director, CDC Assistant Director, SAP Assistant Director, Vice President for University Community, Child & Youth Services and Secretary General shall attend the PTC as observers.

### **Term:**

- The term of the Members shall start after elected until the end of the fiscal year not exceeding 2 years unless reelected. The Chair or Vice chair will decide the details of election process and conduct the election.

### **Meeting Schedule and Management:**

- A meeting of the PTC shall be held 3 times a year if required. A special meeting may be held as needed.
- A quorum shall consist of the Chair or Vice chair, and 5 Members.
- Any recommendations coming from a meeting shall be agreed unanimously by the members of

the PTC.

**Chair and Secretariat:**

- A chair and Vice chair shall be elected from among the Members, by the members, by show of hands.
- The University Community, Child & Youth Services Division will provide secretarial support for the PTC.
- Agendas and relevant materials will be circulated before the meetings, and meeting minutes will be prepared and circulated for review by the PTC.
- The approved minutes shall be posted on the CDC webpage and linked in the Tedako newsletter. Minutes shall be kept for the period of 5years.

**Amendments/Cancellation:**

- Any amendment, revision, or cancellation of the Terms of Reference shall be reviewed upon by the PTC.