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Candidate's Information Package

January 28, 2011

Dear Colleague,

Thank you for your interest in pursuing a position on the executive council of the Catholic Principals' Council of Ontario. Should you be elected, you will have a wonderful opportunity to serve your colleagues and Catholic education in a highly respected and influential professional association. To help you discern this important decision to seek office I have provided some frequently asked questions and answers as well as the relevant sections of the CPCO Constitution. Please do not hesitate to contact me if I can be of further assistance.

Patricia Manson
Executive Director

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Frequently Asked Questions

1. What positions are available for election?

Nominations are invited for President-elect (Elementary panel), Vice-president (Secondary panel), Treasurer (either panel), Elementary Councillor (2 positions) and Secondary Councillor (2 positions).

2. When do I become a member of the Executive?

The term of office begins July 1, 2011 and ends June 30, 2012.

3. How much time is involved?

The executive council meets 8 times a year in Toronto. Members arrive on Thursday evening and meet on Friday and Saturday. Thursday is added to the meetings in November, February and April. Hotel, meal and travel expenses are reimbursed to members of the executive council.

The executive council also meets by teleconference – often in the evenings – as required to address the affairs of the Association.

Each member of the executive council serves as executive liaison to one or more standing or select committees. Committees usually meet once a year face-to-face plus teleconferences as required. Meetings are usually held on Saturdays.

4. What are my duties?

The statutory duties are outlined in the Constitution found below. Please see Article 7 – Duties of the Members of the Executive Council.

5. How does the election work?

Nominations will be received until 4 p.m. on Friday, March 4, 2011. Names of nominees will be posted on the CPCO website as they are received. Nominees are invited to submit a resume/bio to be posted on the website for members to read.

If you are duly nominated you are requested to attend the Annual General Meeting on April 9, 2011 in Toronto and make a three-minute speech to the delegates. Please ensure that you arrive at the beginning of the meeting. If you are acclaimed no speech is made.

6. What happens if I am not elected for the position for which I was nominated?

Article 8.2(b) allows unsuccessful candidates to stand for election for any other available position for which they are eligible. This “step-down” process will take place during the general meeting.

7. How will I learn what to do if I am elected?

You will receive an *Executive Handbook* with policies and procedures and an experienced member will mentor you during your orientation period.

8. How else can I become involved in CPCO?

You may apply for positions on the Standing and Select Committees. The call for committee applications is made in June. The appointments are made by the executive council in July/August and the members are notified by the president in September.

During the year CPCO invites members to apply for positions on other committees at our Catholic partner organizations, EQAO, the Ministry of Education, the Ontario College of Teachers and others. Members are also invited to apply for positions with CPCO's professional learning department: instructors on the Principal's Qualification Program, developers, presenters and beta testers for workshops. These invitations are made through the CPCO e-zines. For this reason it is important to ensure that the CPCO office has your correct e-mail address.

from the CPCO CONSTITUTION

ARTICLE VI

Executive Council

6.1 The Executive Council shall be constituted of the following positions: (February 2006)
THE CATHOLIC PRINCIPALS' COUNCIL OF ONTARIO - CONSTITUTION AND BY-LAWS

Immediate Past President
President
President-Elect
Vice-President
Treasurer
Two Councillors from the elementary panel
Two Councillors from the secondary panel
Deputy Director (March 2008)
Executive Director who shall also be the Secretary of the Association

6.2 Members of the Executive Council (excluding the Executive Director and the Deputy Director) must be Regular Members. (April 2007) (March 2008)

6.3 All positions on the Executive Council shall be for a one year term with the exception of the Executive Director and the Deputy Director. (March 2008)

6.4 The Executive Director and the Deputy Director shall be non-voting members of the Executive Council.

6.5 The President shall serve on a full-time basis.

6.6 The position of President-Elect shall alternate annually between the members of the elementary and secondary panel and the position of Vice-President shall be filled by a member from the other panel.

6.7 A quorum for the transaction of business shall consist of five voting members of the Executive Council. (March 2008)

6.8 The term of the Directors shall run from July 1 to June 30th. (March 2008)

6.9 In the event of a vacancy in the position of President, the Executive Council shall fill such vacancy by appointing a Regular Member from the appropriate panel.

6.10 Notwithstanding sections 6.5 and 6.9, such vacancy may be filled on a part-time basis as determined by the Executive Council. (March 2008)

6.11 In the event of a vacancy in the position of Immediate Past President, the Executive Council may fill such vacancy by appointing a Regular Member from the appropriate panel. (March 2008)

6.12 Whenever a vacancy occurs in an elected position on the Executive Council prior to the beginning of the term of office, the Executive Council shall call a Special Meeting at which a Regular Member from the appropriate panel shall be elected by the Regular Members to fill such vacancy in accordance with sections 4.1 and 4.2. (April 2007) (March 2008) (January 2009)

6.13 Whenever a mid-term vacancy in an elected position on the Executive Council occurs, the Executive Council may fill such position as it deems appropriate provided that such position may only be filled by a Regular Member until the following Annual General Meeting. (2003) (February 2006) (April 2007) (March 2008)

6.14 An elected member of the Executive Council who is absent from three consecutive meetings of the Executive Council, without reasonable excuse as determined by the Executive Council, shall cease to be a member of the Executive Council. (March 2008)

6.15 The Executive Council shall meet at the call of the President.

6.16 Special meetings of the Executive Council shall be called upon written request of at least five (5) voting members of the Executive Council. (March 2008)

6.17 The duties of the Executive Council shall be to administer the affairs of the Association in accordance with the By-laws and the policies and procedures established by the Executive Council from time to time. These duties shall include:

- (a) to enact, amend, repeal and enforce By-laws within the provisions and spirit of the Letters Patent and the By-laws;
- (b) to raise funds for the proper functioning of the Association;
- (c) to administer all funds accruing to the Association and to engage in any legal or commercial undertaking necessary to achieve the objectives and purposes of the Association;
- (d) to create commissions, committees, etc., of the Association, to delegate representatives to serve on other bodies, to provide for the appointment of members of these commissions and committees and to delegate subordinate powers to any such body;
- (e) to call meetings of the Association;
- (f) to establish and approve all staff positions, to employ personnel, to set and provide for their remuneration and to define their job responsibilities; (Dec. 2003)
- (g) to establish and approve the terms and conditions of employment for the

President; (Oct. 2004)

(h) to provide for the maintenance of Association property and facilities; and
(i) to represent, or make statements on behalf of the Association, upon approval of the President, at official functions and on public occasions.

6.18 In addition to section 6.17, the duties of the Directors shall include: (March 2008)

(a) to select and employ the Executive Director and the Deputy Director; (March 2008)

(b) to set and provide for remuneration for the Executive Director and the Deputy Director; and (March 2008)

(c) to define job responsibilities for the Executive Director and the Deputy Director. (March 2008)

ARTICLE VII

Duties of the Members of the Executive Council (March 2008)

7.1 Immediate Past President

The Immediate Past President shall undertake duties as assigned by the President and the Executive Council. (2003) (March 2008)

7.2 President

The President shall preside at all meetings, preserve order, enforce the By-laws, ensure all Directors and Officers perform their respective duties and shall have other powers and duties as may from time to time be assigned to him or her by the Executive Council. In addition, the President shall be an ex-officio member of all committees of the Association. (Oct. 2004) (March 2008)

7.3 President-Elect

The President-Elect shall perform such duties as assigned by the President and the Executive Council. In the event of a temporary absence of the President, the President-Elect shall preside and perform all duties pertaining to the office of President. (January 2006) (April 2007) (January 2009)

7.4 Vice-President

The Vice-President shall undertake such duties as may be assigned by the President and the Executive Council.

7.5 Treasurer

The Treasurer shall:

- (a) present with the Executive Director a report to each Annual General Meeting and at each meeting of the Council of District Representatives; (January 2006) (April 2010)
- (b) cause to have published and present the audited financial report of the Association in an abridged form each year; and (April 2010)
- (c) act as Chair of the Finance Committee; and (April 2010)
- (d) perform duties as may be assigned by the President and the Executive Council. (January 2006)

7.6 Councillors

The Councillors shall perform duties as may be assigned by the President and the Executive Council. (January 2006)

7.7 Executive Director (March 2008)

The duties of the Executive Director shall be set out in a role description defined by the Executive Council. (March 2008)

7.8 Deputy Director (March 2008)

The duties of the Deputy Director shall be set out in a role description defined by the Executive Council. (March 2008)

ARTICLE VIII

Elections

8.1 All nominees for elected positions on the Executive Council must be Regular Members in good standing. Nominees must consent in writing to their nominations. (March 2008)

8.2 (a) Nominations are in order for the following seven (7) positions: President-Elect, Vice-President, Treasurer, Elementary Councillors (2) and Secondary Councillors (2).

(b) In the event that a person who is nominated for a position on the Executive Council is not elected to such position, he or she may stand for election for any other available position on the Executive Council. (2003) (March 2008)

8.3 There is no nomination for the position of President since the President-Elect from the preceding year will normally accede to the Presidency. (2003) (April 2007)

8.4 There is no nomination for the position of Immediate Past President since the President from the preceding year will normally accede to such position. (April 2007) (March 2008)

- 8.5 Nominations for the Executive Council shall be received on or before a date determined by the Executive Council, if any, and in the format determined by the Executive Council from time to time.
- 8.6 For the purpose of conducting the election for membership on the Executive Council, the Speaker shall appoint scrutineers, who shall be Regular Members in good standing and not candidates for Directors nor persons nominated by candidates for Directors. (March 2008) (January 2009)