



PUBLIC EDUCATION AWARENESS COMMITTEE
Terms of Reference

1. Committee Mandate

The Public Education Awareness Committee's (PEAC) mandate is to promote and support public education in Central Okanagan Public Schools and the community. As directed by the Board of Education and/or Superintendent of Schools/CEO, the committee will:

- i. Act as a resource for and receive input from partnership groups to increase awareness and support of school based and District initiatives.
- ii. Liaise with local media to promote school based and District initiatives as well as support the Newspapers in Education sub-committee.
- iii. Review and provide input to various public education issues as they relate to Central Okanagan Public Schools and the community.
- iv. Provide recommendations to the Superintendent and the Board of Education on further strategies to increase awareness and support of public education in Central Okanagan Public Schools and the community.

2. Committee Composition and Length of Term

- a. In general, the Public Education Awareness Committee (PEAC) shall include the following representatives:
 - i. District staff (1)
 - ii. Trustees (1 and 1 alternate)
 - iii. Central Okanagan Retired Teachers' Association (1)
 - iv. District Aboriginal Education Program (1)
 - v. CUPE (2)
 - vi. COTA (3 - elementary, middle, and secondary school representation)
 - vii. COPVPA (3 - elementary, middle, and secondary school representation)
 - viii. COPAC (3 – elementary, middle, and secondary school representation)
 - ix. District Student Council (2)
- b. Additional representatives may be invited to participate or provide input when determined by committee need.
- c. Committee members will be appointed by the executive of the representative association.
- d. Length of Term
 - i. In general, each member on the committee will be asked to serve a two-year term.
- e. Sub-Committees
 - i. The committee as a whole can approve the formation of sub-committees on an ad hoc basis.
 - ii. Membership of sub-committees will be solicited at a meeting of the whole committee and should strive for equitable representation when possible.

3. Roles and Responsibilities of Committee Members

Committee members are expected to fulfill the following roles and responsibilities as it relates to supporting an awareness of public education initiatives in Central Okanagan Public Schools by:

- i. Familiarizing themselves with the Terms of Reference.
- ii. Communicating, educating, and providing feedback to the committee.
- iii. Endorsing and advocating for current research-based instructional practices in public education.
- iv. Providing leadership and guidance.
- v. Collecting input from and ensuring committee business is reported back to their representative association.
- vi. Supporting, participating and contributing to the business of the committee.
- vii. Committing to continuous growth and learning in regards to support an awareness of public education research and practice.

4. Committee Operation

a. Meetings

- i. Meetings will be coordinated and facilitated by the committee chairperson(s).
- ii. Meeting dates will be developed and agreed upon by the committee annually. (Generally, there will be four to five meetings per year.)
- iii. Meeting agendas will be developed by the Committee Chairperson and distributed to the committee in advance of the meeting date.
- iv. Minutes of the regular committee meetings will be recorded and distributed to committee members.

b. Decision Making

- i. The committee will endorse a consensus model to make decisions.
- ii. Decisions made by the committee will be recorded in the committee meeting minutes.

c. Terms of Reference Review

- i. The Terms of Reference will be reviewed by the committee at least once every four years.
- ii. All changes to the Terms of Reference will be agreed upon by the committee and approved by the Board of Education.