



## St Edmond Catholic School Board

### Enrollment Management Committee Charter

*St. Edmond Catholic School partners with families in providing their children an excellent Catholic education, holistic formation, and a community in which Christian discipleship is our goal*

**Committee Name:** Enrollment Management

**Current Committee Chair:** Jake Crimmins

#### Enrollment Management Committee Mission

The purpose the Enrollment Management Committee is to ensure the Saint Edmond Catholic School is being accurately represented through multi-faceted marketing/public relations and working to sustain and further grow our systems enrollment. This committee will provide feedback and insight into the needs for the Saint Edmond Catholic School's overall marketing, public relations, and enrollment activities. The following could be topic areas:

Advice regarding

- Public relations and marketing opportunities and needs.
- System Enrollment
- Resources person/organizations
- Assist within the facilitation of projects, events, or activities.
- Seek the collaboration, when needed, of other organizations.
- Working within the St Edmond Catholic School Board committee structure to ensure other committees' marketing needs are being met.

#### Saint Edmond Catholic School Board Responsibilities

- Provide specific objectives as identified in the Strategic Plan (to be determined with input from the committee chair and committee members) that are to be achieved by the committee annually.
- Monitoring and oversight of the committee's activities.
- Serve as a liaison between Administration and the Committee
- Offer a direction on any issue or activity considered.
- Provide needed support necessary resources to meet the committee objectives.

## Committee Member Roles & Responsibilities

Committee members have the following major roles within the committee.

1. Attend meetings- The Enrollment Management committee will meet the second Tuesday of each month at 4:15PM in the School Library.
2. Attendance and participation should be active to remain on the committee.
3. Provide suggestions for agenda items.
4. Provide information and resources.
5. Participate in committee's discussion, analysis, and deliberation of issues, including specific assigned tasks.
6. Provide recommendations for improvement.
7. Represent the committee at official functions and meetings.
8. Accept committee appointments.
9. Read and acceptance of committee appointment of roles and responsibilities.
10. Annually evaluate and update the committee's achievements based upon the Strategic Plan.

## Structure of the Enrollment Management Committee

Representative from the following areas:

- St Edmond School Board (Chair)
- St Edmond Staff
- Stakeholders
- Parents
- Business - Marketing
- Media

All the members of the committee are persons who are knowledgeable in marketing and public relations strategies and tactics.

**Enrollment Management Committee:** Recommendation for the committee numbers is no fewer than five (5) members.

## Nominations and Appointment of Committee Members

Nominations can come from any source and will come to the Committee for consideration. When changes in membership are necessary, recommendations for replacement members should be solicited from the committee, Saint Edmond Catholic School Board, and School Administration.

The appointment of members (new or replacement) should be made by written notification of their appointment to the (appointed St Edmond Staff Member). A person can choose to exit a committee by turning in a resignation notice to the committee chair.

## Committee Officer and Members

### ***Chairperson***

The primary function of the Chair is to provide leadership at all meetings. Responsibilities of the Chair will vary depending on the needs of the committee.

1. Cooperate with the St Edmond Catholic School Board and Committee members in choosing meeting dates and securing needed information and following up on activities.
2. Timely prepare and distribute an agenda and minutes for each meeting.
3. Preside at committee meetings.
4. Develop a desirable working relationship among committee members.
5. Give and encourage committee members an opportunity to express their opinions.
6. Obtain general agreement of members and relay recommendations back to the QIT and Catholic School Board.
7. Verify that committee recommendations appear correctly in the minutes.
8. Represent the committee at official functions and meetings including the monthly school board meeting.
9. Organize and appoint work groups within the committee.
10. Assist in identifying new committee members.
11. Assist in identifying the committee goals, objectives, agendas, calendar, and dates in conjunction with committee members.
12. Submit electronically to the appointed St Edmond Staff member copies of agenda, minutes, and attendance records after each meeting.

### ***Committee Minutes***

Committee minutes shall be taken at all meetings and be representative and produce high quality and accurate recording of the required action steps, timetables for action, decision-making and intended results.

Committee minutes should also include:

1. Saint Edmond Catholic School Mission Statement
2. Use of the standard Strategic Planning reporting template for minutes
3. Record and track attendance

### ***St Edmond Staff Liaison***

Person responsible to represent and communicate between the committee and the St Edmond Administration

1. Represent St Edmond Administration at committee meetings.
2. Communicate between St Edmond Administration and the Committee and share feedback from each organization.
3. Provide staff support to the committee.
4. Assist with the direction of the committee.

St Edmond Catholic School Board  
Enrollment Management Committee  
Roster

<b>Committee Role</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>	<b>Address</b>	<b>City, St, Zip</b>
Chair					

**St Edmond Catholic School Board  
Strategic Plan Monthly Reporting**

Committee: Enrollment Management  
Chairperson: Ann Schulte

Strategic Action Item/Discussion	Responsible Party	Timeframe	Resources Needed