# **Operating Policy – Child Care Centre Advisory Committee**

1. Purpose

* 1. To act as an Advisory body to the Child Care Centre and allow for consultative management of the Service.

# 2. Membership

* 1. Voting members shall be:
		1. The Director (chairperson);
		2. Vice-President (Finance);
		3. Two (2) MSU/SRA members;
		4. Three (3) parents of the children at the Centre;
		5. One (1) Teacher in the Centre.
		6. MSU General Manager
	2. Quorum shall be 50% of the membership.

# 3. Duties of the Committee

* 1. The Child Care Centre Advisory Committee shall:
		1. Recommend to the Director the allocation of monies garnered through fundraising;
		2. Undertake efforts to promote the interests of the Child Care Centre;
		3. Review practices of the Centre from time to time, making recommendations to the SRA for its continued improvement.
	2. The Child Care Centre Advisory Committee members’ term of office shall be:
		1. From September 1 until August 31 for non-MSU members;
		2. From their election until March 31 for MSU members.

# 4. Subcommittees

* 1. The Church Liaison Committee shall:
		1. Consist of the Director and the MSU General Manager;
		2. Discuss and resolve any issues between the Church and the Child Care Centre Advisory Committee;
		3. Review the lease agreement.
	2. The Personnel Committee shall:
		1. Consist of the Director of the Child Care Centre, one (1) member of the Board of Directors, and one (1) parent member;
		2. Assist with the hiring of staff;
		3. Address parent’s concerns.
	3. The Social Committee shall:
		1. Initiate, organize, and carry through on social events for the children, parents, and staff of the Child Care Centre;
		2. Be composed of any interested parents, staff, or MSU members.
	4. The Fundraising Committee shall:
		1. Consist of one (1) member of the Advisory Committee, the Child Care Director and interested parents;
		2. Be responsible for organizing fundraising events.