



ROTHERGLEN PARENT GUILD

Handbook
2021

With the launch of R.E.A.C.H. 2.0 we were invited to create the space for Rotherglen parents to join together and build a Guild. This was an exciting opportunity to honour the founding values of R.E.A.C.H. already established in the school. With a group of motivated and supportive parents we see the Guild as a valuable contributor to school life. We will continue to work together to support a vibrant and caring community.

The following documents have been written and amended to guide the committee on strategy, organization, process and calendar planning. All committee members should be familiar with the content.

Enjoy the journey!

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R E A C H

Rotherglen Educating in Advocacy, Character, and Hope

WELCOME

WELCOME TO THE R.E.A.C.H. PARENT GUILD

The R.E.A.C.H. Parents' Guild welcomes all parents and/or guardians of current Rotherglen students.

R.E.A.C.H. Parent Guild Committee Members attend and actively participate in Guild Meetings. They work collaboratively with other committee members to plan, organize and run the Parent Guild activities during the school year.

The Guild has been set up based on the principles and values that our students learn through the R.E.A.C.H. organization. Recognizing that we are part of a community and as such, support and care for each other, together the guild works to:

- Advocate for the R.E.A.C.H. Program through learning how we can best encourage and support student led initiatives.
- Enhance parent connections and wellbeing "strive to thrive"
- Support student and family engagement in the school.
- Provide opportunities to model citizenship and philanthropy to our children.
- Make new friends.
- Have fun.



REACH

Rotherglen Educating in Advocacy, Character, and Hope

COMMITTEE CONSTITUTION

"R.E.A.C.H. (Rotherglen Educating in Advocacy, Character and Hope) is our community development program at Rotherglen School. As part of the community, the **REACH Parent Guild** plays an integral support role for students in civic education. It plays a vital role in the development of a positive, caring, cohesive community through its participation in several areas of community engagement. **The R.E.A.C.H. Parent Guild's** mission is to 'Strive to Thrive'."

1. MEMBERSHIP

The Guild shall be comprised of the following members:

- 1.1 Parents/ guardians of students who currently attend the school.
- 1.2 Parents/ guardians who remain ambassadors for Rotherglen after their students have graduated.
- 1.3 A teacher
- 1.4 A REACH representative.
- 1.5 "All Committee" members refer to the full Guild membership attendance at meetings.

2. GUILD ACTIVITY

- 2.1 The Guild will undertake school-wide projects only with the approval of Head of School.
- 2.2 The Guild will provide a link between the school and parents as advocates for REACH.
- 2.3 The Guild will at all times operate with an intent to realize the principles and values set out in the pillars of REACH.

3. COMMITTEE MEMBERSHIP ROLES

3.1 The committee will manage all Guild activities. Comprised of the following roles:

- Chairperson
- Vice- Chair/Treasurer

- Past Chair
- Secretary
- Communications Editor
- Teacher Representative
- Grade Representative
- Sub-Committee Lead
- Project Lead
- New Parents Lead
- Civic Engagement Coordinator
- R.E.A.C.H. Week Liaise Lead
- Education and Resource
- Member at large (8 maximum)
- Foundation Education

3.2 The committee shall include a maximum of 20 members and minimum of 10 members.

4. MEETINGS

- 4.1 All Committee members will meet monthly during term time.
- 4.2 All Committee members are expected to be present for each meeting. Anyone unable to attend must inform the secretary prior to the meeting.
- 4.3 Expect to allow 2 hours per monthly meeting.
- 4.4 Agenda will be distributed at a minimum of 2 days before each meeting.
- 4.5 Minutes are to be taken at each meeting and recorded by the secretary.
- 4.6 For a decision to be made requiring a vote, 75% of the members are needed to form the Quorum.
- 4.7 i) Sub committee meetings will take place between monthly All Committee meetings.
 - ii) Duration of meetings as appropriate
 - iii) Sub-committee Chairs are expected to report at All Committee meetings on progress, feedback and voting on activities as appropriate.

5. SCHOOL WIDE INITIATIVES

- 5.1 Proposals, plans and implementation of initiatives will follow the guidelines laid out in Guild resource documents.
- 5.2 Sub-Committees will appoint a Sub-Committee Lead to liaise with the All Committee Chair or Vice-Chair as required.
- 5.3 Sub-Committee Lead will update the Chair or Vice-Chair on progress between monthly meetings.
- 5.4 All media releases including newsletter articles, Edsby posts, emails and other correspondence need to be approved by the communications editor to ensure quality, clarity and consistency.

6. FUNDING AND FINANCIAL REPORTING

- 6.1 Vice Chair will act as Treasurer to the Guild.
- 6.2 Sub-committee Leads provide a report on expenditures to the Vice-Chair
- 6.3 Vice Chair reports to All Committee as appropriate.
- 6.4 Annual report is provided to the parent community through the school newsletter.
- 6.5 A physical copy of the annual financial report is submitted to the Head of School

7. CONFIDENTIALITY

7.1 Any contact information submitted to the Guild from parents is for the sole use of Guild events and initiatives. It must remain confidential to the Guild. All committee members agree to adhere strictly to this privacy code.

8. NOMINATION OF COMMITTEE MEMBERS

8.1 A Nominating committee composed of the Guild Chair, Past Chair and Vice Chair will compile a list of nominations to the Head of School for approval by April 30 each year.

8.2 A request for nominations will be sent out to all parents/guardians April 1 of each year.

8.3 It is desirable but not essential for nominees to have specific professional skills or volunteer experience to offer a variety of expertise on the executive.

8.4 The Head of School may invite parents to apply for nomination to complement the range of skill and expertise.

8.5 Upon approval by the Head of School, the Committee of all Guild Members will vote upon the list of nominees.

8.6 Incoming committee members will be informed and invited to attend the June Guild meeting. At this meeting roles will be reviewed and the Calendar set for the upcoming academic year.

8.7 The term of office shall be outlined in Roles and Responsibilities. Members will not hold a position for longer than 2 years. At the discretion of the Chair this term of office can be extended if deemed necessary, i.e. if the guild is suffering for participants, then members will not be asked to vacate their role.

8.8 If eligible, Members may be re-elected for a different role on the committee.

8.9 Eligibility of new members will be established through the nomination process.

8.10 Eligible new members must have served one year in school volunteer service before becoming eligible for nomination to the executive.

8.11 The committee will ensure that places are available for new members each year.

8.12 The nominating committee may request a member to step aside for failure to attend meetings or failure to meet their responsibilities.

8.13 If a position becomes available during the year, the Nominating Committee will appoint another sitting member to fill the role for the remainder of the year.

9 CHANGES TO THE CONSTITUTION

9.1 Proposals to change the constitution must be submitted to the Guild.

9.2 The Guild, School Administration, and Head of School will review the proposals.

9.3 Following review, the committee will vote the proposal on.

9.4 Sub-Committee Lead will update the Chair or Vice-Chair on progress between monthly meetings.



R E A C H

Rotherglen Educating in Advocacy, Character, and Hope

PARENT GUILD COMMITTEE ROLES AND RESPONSIBILITY

R.E.A.C.H. (Rotherglen Educating in Advocacy, Character and Hope) is our community development program at Rotherglen School. As part of the community, the R.E.A.C.H. Parent Guild plays an integral support role for students in civic education and plays a vital role in the development of a positive, cohesive, caring community through its participation in several areas of the school life.

The R.E.A.C.H. Parent Guild's mission is "Strive to Thrive". The following roles are filled to assist in facilitating the mission and the goals of the committee:

ROLE OF EXECUTIVE COMMITTEE MEMBER

Plan, organize and run the Parent Guild activities during the school year.

- Attend monthly committee meetings.
- Learn how best to support and to be an ambassador for Rotherglen School and R.E.A.C.H.
- Help in decision making for planning and organizing events.
- Responsible for a presentation to the Classroom Rep, on R.E.A.C.H. to educate and promote understanding of the organization,
- Liaise with classroom representative to promote events.
- Encourage and engage other parents to get involved with Guild events.
- Work with sub-committees to plan, organize and run events and to
- Provide resources for other parents and teachers e.g., virtual meet and greets for new parents, skillset directory, family photo galleries,
- Fundraising for the R.E.A.C.H. Foundation, teacher appreciation and other community social initiatives.

ROLE OF THE CHAIR

Acts to build a spirit of community in Rotherglen School and greater community of Oakville.

- Works closely with R.E.A.C.H. and the Teacher Representative of Rotherglen School to ensure the activities of the Parents' Guild are aligned closely to those of the school.
- Participates with the Vice Chair and in discussion regarding plans for the Parent Guild with R.E.A.C.H. and Teacher Representative.
- Calls, sets agendas, and presides at all meetings of the Parents' Guild.
- Provides overall leadership and support to all activities of the Parents' Guild through a broad committee of volunteer parents.
- Is an ex-officio member of all sub-committees of the Parents' Guild.
- Leads and coordinates with the Parents' Guild, Pass Chair and Vice-Chair to assess progress of any fundraising work through goal setting and performance review.
- Attends the annual calendar meeting with the Vice Chair to coordinate events for the next year and to communicate any special requirements to the School.
- Mentors and supports the Vice Chair, Parent Representatives, and Teacher Representative.
- The Chair takes the position of Past Chair in the following year unless they are unavailable to serve.
- The term for Chair is for 13 months from September to October of the following year). This position can be renewed, through the nomination process in the following April of the academic year.

ROLE OF VICE CHAIR/TREASURER

Acts to build a spirit of community in Rotherglen School and greater community of Oakville.

- Works closely with R.E.A.C.H. to ensure the activities of the Parents' Guild are aligned closely to those of the school.
- Participates with the Chair and Past Chair in a discussion regarding plans, fund allocation with R.E.A.C.H. and Teacher Representative.
- Coordinate any community outreach or fundraising work of the PG with the Chair, Past Chair and PG volunteers.
- Co-Chairs events and committee work with the Past Chair.
- Provides budgeting, organizational abilities, and year-end report to PG.
- Assists the Chair and Past Chair as a leader within the PG to set goals and assess progress and performance.
- Mentors the R.E.A.C.H. Parent Representatives by listening, sharing, and coaching, welcomes new ideas and respects traditions.
- Assists in the preparation of a year-end report on PG activities.
- Attends the annual calendar meeting with the Chair to coordinate events for the next year and to communicate special requirements to the School.
- The Vice Chair takes the position of Chair in the following year unless they are unavailable to

serve.

ROLE OF PAST CHAIR

Acts to build a spirit of community in Rotherglen School and greater community of Oakville.

- Works closely with R.E.A.C.H. to ensure the activities of the Parents' Guild are aligned closely to those of the school.
- Participates with the Chair and Vice Chair in a discussion regarding plans with R.E.A.C.H. and Teacher Representative.
- Co-Chairs events and committees with the Vice Chair on an annual or biannual basis on events of major proportion.
- Assists the Chair and Vice Chair as a leader within the PG to set goals and assess progress and performance.
- Provides continuity and context between the recent work/events of the Parents' Guild and upcoming plans/work.
- Mentors the Chair and Vice Chair.
- The Past Chair cannot continue in a PG Executive role in the following year.

ROLE OF SECRETARY

- Attends R.E.A.C.H. Parent Guild monthly meetings.
- Record basic minutes of meetings (using provided template)
- Work with R.E.A.C.H. to add any necessary presentation links and to ensure accurate and timely sharing of the minutes in Basecamp.
- Coordinate with R.E.A.C.H. Parent Guild Committee members once minutes have been completed for approval.
- Assist in the creation and editing of Parent Guild documents
- Mentor and assist a new representative in this role at the end of the term
- This position is a one-year term and can be held by the same candidate for consecutive years.

ROLE OF COMMUNICATIONS EDITOR

The communications editor is a support role that ensures quality, clarity and consistency in all R.P.G. communications. This person has a thorough understanding of the R.E.A.C.H. Vision, Mission, Pillars and values. This role requires someone who is creative, detail-oriented and organized. They have good communication and interpersonal skills with a genuine interest in building and enhancing relationships in the community.

- Attends the R.P.G. Committee meeting to be held once per month during term time. An additional 2-3 hours per month is anticipated to assist with Guild correspondence and

oversight.

- Use the guidelines and policies set out in the Guild's constitution to manage the development and delivery of all communications.
- Will support all committee members to achieve their communications goals.
- Responsible for overseeing content for websites, social media posts (all holiday/celebration messages) , letters, fact sheets, reports and blogs.
- Ensure that privacy policies set out in the Guild's constitution are strictly adhered to. Any contact information submitted from parents to the Guild is for the sole use of Guild events and initiatives. It must remain confidential to the Guild.
- This position is a one-year term and can be held by the same candidate for consecutive years.

*Key Oversight Considerations For all R.E.A.C.H. Parent Guild Communications:

- Does the message reflect who we are and what we do?
- Does it support our credibility?
- Is it inclusive and courteous?
- Is the message clear, does it reflect the Guild's objectives?
- Is the message relevant, concise and correct?
- Is the purpose to raise awareness, a call to action, a summary of an event etc If so what is the most effective means to message the community?
- Does the communication need to be entertaining, engaging, informative, persuasive?
- Does it help build community and strengthen relationships?
- Do responses to inquiries provide appropriate, accurate information?
- Timing - does the release date of communication conflict with any important school wide notifications? Are there other school events that should be considered?

ROLE OF TEACHER REPRESENTATIVE

- Attend Parents' Guild meetings as representative of faculty.
- Contributes to the P.G. meetings to guide actions and proposals, ensuring activities align with the culture and policies of Rotherglen.
- Shares information from the P.G. with other teachers.
- Liaises with Rotherglen Administration to ensure no conflict between P.G. actions and school wide events.
- To be available for one (1) committee meeting per month during term time. Duration of meeting to be no more than 90 minutes. An additional one to two (1-2) hours per month on correspondence and assistance is required.
- The position will be for a minimum of one academic year. In June a decision will be made for the teacher to stay on in the role or to recruit a replacement. This will be done in collaboration with the REACH organization and admin

ROLE OF GRADE LEVEL REPS

Taking on the role of Grade Representative defines the person as a genuine contributor to school life. Firmly based on the belief that parents who feel a sense of connection and belonging will be more supportive of the student and school experience. They:

- Provide a bridge between committee actions and initiatives through a REACH Grade Level Representative and Rotherglen Room Parents.
- Provide ambassadorship of the school that reflects the values of R.E.A.C.H.
- Help to establish the identity of the Parents Guild as a community hub and its role in R.E.A.C.H. through an introductory meeting of grade specific Room Parents.
- Provide messaging for the R.E.A.C.H. Parents Guild through regular contact with the Classroom Representatives
- Provide information on Parents Guild Calendar of Events as required
- Build and strengthen relationship in their own grade level through person-to-person contact with Room Parents.
- Hold regular meetings with grade-specific Room Parents for the purpose of supporting and disseminating information around classroom festivities to ensure plans are equitable across classrooms.

ROLE OF SUB-COMMITTEE LEAD

The role of a sub-committee lead is to organize, monitor and execute on what are considered legacy projects, respecting the time and scheduling of events of Rotherglen School. Legacy projects are initiatives that the Guild Executive are required to manage year-over-year. Sub-Committee Leads should be comfortable in overseeing assigned projects from the planning stage to implementation and review. They work closely with the Guild Chair to ensure timelines and communications are managed effectively and encourage the spirit of collaboration with their team as they work to meet their objectives in any sub-committee work. They:

- Assist the Chair and Past Chair as a leader within the Parent Guild to set goals and assess progress and performance.
- Attend monthly meetings to provide updates on projects.
- Work closely with R.E.A.C.H. to ensure the activities of the Parents Guild are aligned closely to those of the school.

- Participate in discussions with the Chair and Past to determine allocation of funding for Guild activities.
- Assist in the preparation of a budget for the Guild and the year-end report.
- Assist in the preparation of a year-end report on Guild activities. Organize meetings, set agendas, follow-up on progress with their sub-committee members Model expectations for timely execution of projects.
- Ensure any adjustments required to the Legacy Playbook are made and posted in Basecamp.
- Provide oversight on written communications (as outlined at the onset of each Guild year) to Communication Editor(s) in a timely fashion to ensure they meet deadlines Respecting the nature of editorial work, the sub-committee lead will provide the Communication Editor(s) ample time for review of any material that will ultimately be approved by the Guild Chair.
- Attend the annual calendar meeting with the Chair to coordinate events for the next year and to communicate special requirements to the school.
- Due to the projects being of a legacy nature, the term for Sub-Committee Lead may extend to the following year. After this, the lead will be open to nominations or selection by the Chair. The lead can be nominated to serve additional terms in sub-committee legacy project work.

THE ROLE OF PROJECT LEAD

The role of a Project lead is to organize, monitor and execute on projects of a “one off” nature., respecting the time and scheduling of events of Rotherglen School. Projects are initiatives/special events that the Guild Executive are required to manage during an academic year. Although there is no requirement to produce a Playbook, there is the requirement that the project be planned, using the template provided for Legacy documentation.

- Attend monthly meetings to provide updates on projects
- Work closely with R.E.A.C.H. to ensure the activities of the Parents Guild are aligned closely to those of the school.
- Participate in discussions with the Chair and Past to determine allocation of funding for project activities as required.
- Assist in the preparation of a year-end report on project activities. Organize meetings, set agendas, follow-up on progress with their project members. Oversee and model expectations for timely execution of projects.

- Provide oversight on written communications (as outlined at the onset of each Guild year) to Communication Editor(s) in a timely fashion to ensure they meet deadlines. Respecting the nature of editorial work, the project lead will provide the Communication Editor(s) ample time for review of any material that will ultimately be approved by the Guild Chair.
- Attend the annual calendar meeting with the Chair to coordinate events for the next year and to communicate special requirements to the school.
- Should a project be moved into the category of “legacy”, the term for the Project Lead may extend to the following year. After this, the requirements will move to the Sub-Committee Lead role and a Playbook will be produced. The now Sub-Committee Lead will be open to nominations or selection by the Chair. The former Project lead can be nominated to serve an additional term to the legacy project or request to be a sub-committee member.

ROLE OF NEW PARENTS WELCOME LEAD

Acts to build a spirit of community in Rotherglen School and greater community of Oakville. A true advocate for R.E.A.C.H. and Rotherglen school. The person in this role promotes a culture of inclusivity, connection and belonging. Understanding that the parent who feels connected will be more willing to support the educational and cultural experience of their child. The role will require the lead to:

- Familiar with the culture and organization at Rotherglen. Preferably with a minimum of 2 years as a parent at the school.
- Desirable but not essential to have prior volunteer/Guild experience.
- Have good interpersonal and communication skills.
- Comfortable hosting events and creating outreach messaging via email/social media and newsletter articles.

RESPONSIBLE FOR:

- Attending monthly Parent Guild Committee meetings.
- Organizing with sub-committee members, at the discretion of the committee, monthly communication, messages of events, special initiatives, volunteer opportunities or outreach messaging to new families.
- Producing an annual event calendar, outlining projected monthly proposals, ensuring there is no overlap with Guild, Leadership or School functions.
- Liaising with other sub-committee leads to obtain relevant information to promote events.
- Liaising with the Event Planning Coordinator at Rotherglen School if use of the premises is required, in the case of special initiatives.
- Liaising with the Guild communications officer to ensure all messaging aligns to Guild and REACH vision and mission with all sub-committee activities

- Mentoring and assisting the *incoming* New Parents Welcome members during the final school term.

ROLE OF SUB-COMMITTEE LEAD FOR GRADE LEVEL REPRESENTATIVES

The primary objective of the Sub-Committee lead or Chair, is to build a spirit of community in Rotherglen School and greater community of Oakville through their unique activity. Sub-Committee Leaders should be comfortable in overseeing assigned projects from the planning stage to implementation and review. They work closely with the Guild Chair to ensure timelines and communications are managed effectively and encourage the spirit of collaboration with their team as they work to meet their objectives in any sub-committee work. They:

- In addition to fulfilling the roles and responsibilities listed under Role of A Sub-Committee Lead, the Grade Level Rep. Lead will provide oversight and track progress of monthly check-ins between Grade Level Reps and Room Parents

ROLE OF CIVIC ENGAGEMENT COORDINATOR

This role engages the parent community and their children in modeling civic engagement through activities provided in the greater community.

- Attends the monthly meeting with All Committee members
- Researches and provides information on opportunities to engage in service work such as tree planting, community walks, runs or bikes for local charities
- Provides one opportunity for parent/student engagement per term
- Will meet with and provide to the Head of School information on speaker bios, theme of event before confirming engagement of speakers either virtual or live
- Participates in planning the annual activity calendar and works to ensure there is no overlap of activity at the school.
- Will assemble a sub-committee to plan and provide appropriate media for events in our newsletter, Twitter, Instagram and Parent Guild folder located on Edsby.
- This position is a one-year term and can be held by the same candidate for consecutive years.

ROLE OF R.E.A.C.H. WEEK LIAISON LEAD

- Attends the monthly meeting with All Committee members
- Participates in discussion and votes on all general committee items as required
- Liaises and organizes with Rotherglen School Event Planner Coordinator on specific parent volunteer opportunities as required

- Provides ideas for parent involvement in the support role area to the All Committee membership and to the School Event Planner Coordinator
- Reports to All Committee on R.E.A.C.H. Week organization points
- Provides volunteer names for assisting in the assembly of school-wide baskets auction/draw.
- Organizes the Parent Guild basket for auction/draw as the Guild contribution to R.E.A.C.H. Foundation fundraising
- Organizes a sub-committee if required and acts as Lead
- Updates All Committee Chair or Vice-Chair throughout the planning process
- This position is a one-year term and can be held by the same candidate for consecutive years.

ROLE OF EDUCATION AND RESOURCE MEMBER

- Attends All Committee and Sub Committee meetings as required
- Researches for education night of current relevance to student success, and effective parenting with an emphasis on REACH pillars of physical development and mental health, promoting diversity, and reflecting on the human condition.
- Engages speakers for parent education nights, live and virtual
- Will meet with and provide to the Head of School information on speaker bios, theme of event before confirming engagement of speakers either virtual or live
- Participates in planning the annual activity calendar and works to ensure there is no overlap of activity at the school.
- Will assemble a sub-committee to plan and provide appropriate media for events in our newsletter, Twitter, Instagram and Parent Guild folder located on Edsby
- This position is a one-year term and can be held by the same candidate for consecutive years.

ROLE OF VOLUNTEER COORDINATOR

- Works closely with event leads & events committee members to help determine volunteer requirements for the event including roles and number of volunteers, and to ensure that these roles are filled in a timely manner.
- Works with R.E.A.C.H. Leadership Coordinator, Events Planner on initiatives where Parents' Guild support is needed, and ensures that these roles are filled in a timely manner.
- Attends events to ensure proper execution and allocation of volunteers.
- Supports R.E.A.C.H. Parent Guild Events, school-wide events, and R.E.A.C.H. Parent Guild Class Representative in the classroom
- Oversees the R.E.A.C.H. Parent Guild Event Volunteer Program as a portfolio in collaboration with the R.E.A.C.H. Leadership Coordinator, Events Planner
- Provides ongoing collaboration with the R.E.A.C.H. Teacher Representative
- Mentors and assists the new representative in this role at the end of the term.
- This position is a one-year term and can be held by the same candidate for consecutive years.

ROLE OF MEMBER AT LARGE

The role of Member at Large provides committee members opportunity to participate in the Guild organization and rollout of events, without requiring commitment to specific responsibilities of the Guild operations. They move between specific committee roles, adding their expertise to any member or group endeavor that requires an “extra set of hands”. They are required to have the requisite knowledge of the R.E.A.C.H. organization as they are viewed as ambassadors and representative of R.E.A.C.H.. They are welcome to meet with the Education on Foundation and Legacy Representative for further information.

- Attends monthly meeting with All Committee members and Sub Committee meetings as required.
- Provides support to All Committee members
- Participates, adds insights and votes on projects and events at All Committee and Sub Committee meetings
- Makes available support to Events Coordinators and Leadership teachers at the school as required.

ROLE OF FOUNDATION EDUCATION

The education to the parent community is fundamental to understanding the function and role of the REACH Foundation in student life. This role provides outreach to the parent community throughout the year with clear understanding of foundation principles and student legacy projects. While the Guild is in it’s early development, this role is deemed critically important in keeping the vision, and mission of REACH.

- Attends the monthly meeting with All Committee members
- Participates and votes on information at All Committee meetings
- Participates in the inaugural meeting in September to educate the Guild members of the Foundation’s purpose and its role in the legacy project.
- Provides ongoing support to guild committee members on foundation information
- Prepares a presentation to R.E.A.C.H. Classroom Reps on behalf of the Committee that covers information on the role of the Parent Guild as well as the role of the Foundation.
- Provides education, including visual, social medial support to committee members with information on the Foundation throughout the year
- Attends public events to be available to speak and answer questions on the role of the Rotherglen Childrens R.E.A.C.H. Foundation
- Provides oversight where required on subcommittees on parent projects with the view to safeguard student legacy project goals and initiatives
- Showcases the work of student legacy projects for dissemination to the greater parent community through social media and website newsletters
- This position is a one-year term and can be held by the same candidate for consecutive years



R E A C H

Rotherglan Educating in Advocacy, Character, and Hope

PARENTS' GUILD FIVE YEAR STRATEGY PLAN

For the full potential of the Guild to be realized, there needs to be a structured approach to its introduction, development and governance. The plan will ensure that the parent community remains inspired to stay connected to the vision and values of R.E.A.C.H.

Below we outline three key phases:

Short-term	Year 1
Medium term	Year 2 and 3
Long term	Year 4 and 5

YEAR ONE

The main focus for this year is raising awareness of the role that the Parents' Guild will hold within Rotherglan School.

- The Guild is formalized. Criteria are established to direct all duties and actions of the Guild.
- A Calendar of Events for the Guild is created in consultation with Rotherglan Administration to ensure that there are no conflicts with school-wide events.
- Identify if there are any current parent volunteer roles at the school that can become part of the Guild's responsibility to ease the burden on admin e.g. uniform sale. (see *Other Considerations*)
- An executive committee meets once per month to plan and provide updates on all calendar Items.
- All members of the Guild agree to fulfill the obligations set out in the role descriptors, found in the Parents' Guild Handbook e.g. Chair, Vice-Chair, Communications Editor.
- A pilot program to provide communications from the Guild to classroom parents is established through the introduction of the R.E.A.C.H. Classroom Parent Rep. (Guild member

assigned to each grade level to liaise)

- The nomination process set out in the Guild Handbook is piloted.
- First A.G.M. to include a review of roles for relevancy, workload, additions, omissions.
- Survey all stakeholders on the impact of the Guild.

GOALS FOR THE YEAR

Engaging the Community
Cultivating a culture of kindness
Civic engagement

ENGAGING THE COMMUNITY

Educate on the purpose of the Parents' Guild and its role in the school. Emphasis on how it aligns with R.E.A.C.H. Vision, Mission, Pillars and Values. To include:

1. Classroom Parent Liaison at R.E.A.C.H. events. Grade-assigned Guild member to organize. and to include a presentation on R.E.A.C.H.
2. Desk/booth in foyer on Meet the Teacher Day before start of school in September.
3. Coffee/tea/wine/cheese drop in on first Curriculum Night- Parents' Guild Café
4. Research guest speakers. During school year organize a virtual or in person speaker event. Identify topics that are informative and relevant (health, wellbeing, parenting).

CULTIVATING A CULTURE OF KINDNESS

Focusing on building new and deepening existing relationships within the parent community. To include:

1. Create a parent skills resource directory for teachers. A list of names and contact details for parents who are able to share experience and expertise that is relevant to classroom learning. This can be achieved in person or virtual.
2. A monthly newsletter article to update the community on P.G. activities and current interests.
3. A teacher appreciation event.
4. Community activity: "Social with Purpose" or family challenge. Tomato sauce making, apple pies etc Preferably to be held in Term One.

CIVIC ENGAGEMENT

Opportunities to model civic engagement through family events and support for student led initiatives. To include"

1. Participation in neighbourhood fundraisers, task forces e.g. Terry Fox Walk, Tree planting. Ideally, one event per term in which families can participate.
2. Supportive fundraising for the R.E.A.C.H. Legacy Foundation. (e.g. R.E.A.C.H. Baskets) It is important to be *advocates* for student activities, not stepping in front of student learning.

OTHER CONSIDERATIONS

A. Current parent activities can be integrated over time, in the following manner:

1. R.E.A.C.H. Uniform Sale (Year 1)
2. Volunteers for Library Book Sale (Year 2)
3. Volunteers for Pizza (Year 3 - due to financing details)

B. New initiatives in question. These are activities that concern the involvement of administration and the roll-out process:

1. Parents In the Classroom Directory (Year 1)
2. Parent Buddy System (Year1) (ie, Casa and Grade 1-2 would buddy with Gr 5-6)

YEARS TWO AND THREE

The Guild Role is now clearly defined and understood by its members, faculty and families. Guidelines and protocols are established. The Guild continues to gain trust and build relationships. Connections are made through purpose.

Actions:

- The Constitution revisited and amended where necessary. Of note, the financing and nomination process will need updating.
- The events from phase one will be built out to encourage greater participation and engagement from parents. Certain events will be determined to be standardized (year-on-year and embedded into the calendar.(ie Parent Welcome)
- External speaker series developed to ensure one presentation per term.
- P.G. Cafe Once per term - Saturday on site social (food truck), harvest fair, winter sports and hot chocolate, plant exchange and sale.
- For all parents there is a genuine sense of belonging to Rotherglen School and a feeling of fellowship.
- Both the community “social with purpose” and family challenge are included on the calendar.
- There is a clear understanding that there are some unique opportunities to contribute to R.E.A.C.H. that go way beyond fundraising for the Foundation.

- Survey all stakeholders on the impact of the Guild. **YEARS FOUR AND FIVE**

The Guild is recognized as a valuable contributor to school life. There is no hesitation from the school to ask for support from the P.G.. We have a community that genuinely cares for and know that it belongs to Rotherglen. There is shared purpose, shared vision, shared attitudes and values.

Actions:

- Plan for a five year anniversary event.
- Continue to look for ways to support R.E.A.C.H. in our school . Together we Thrive.
- Reassess the impact of Guild initiatives, alignment of R.E.A.C.H. vision/mission and make changes accordingly.
- Survey all stakeholders on the impact of the Guild.

GUILD CALENDAR OF EVENTS



JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

- Guild News Article #5
- (Welcome from the Chair)
- Guild Welcome Desk at Meet the Teachers (Education)

SEPTEMBER
TERM ONE

- Guild News Article #1
- Meet the Teacher
- Curriculum Night - Host Parent Guild Café (Outreach)
- Guild Parent Rep Chosen
- Committee Presentation to Parent Rep (Education)

OCTOBER

- Guild News Article #2
- Civic Engagement #1

NOVEMBER

- Guild News Article #3
- Parent Speaker Series #1

DECEMBER
TERM TWO

- Guild News Article #4
- Guild Rep Check-in to Parent Classroom Rep

R.E.A.C.H. EMPOWER INSPIRE UNITE

GUILD CALENDAR OF EVENTS



JANUARY

- Guild News Article #5
- Civic engagement #2 (school wide Challenge)

FEBRUARY

- Guild News Article #6
- Promotional support for the Play

MARCH TERM THREE

- Guild News Article #7

APRIL

- Guild News Article #8
- Nominations for PG review actions, roles, process
- support for REACH Week

MAY

- Guild news article #9
- Civic engagement #3 (ie. Creek clean up, tree planting, Bloom! initiative)
- Teacher Appreciation

JUNE

- Guild News Article #10
- Celebrate Guild
- AGM (new members introduced)
- Survey
- Thanks to the community
- Uniform sale

JULY

Guild News Article #12

AUGUST

Guild News Article #13 -
Welcome from the Chair

R.E.A.C.H. EMPOWER INSPIRE UNITE