

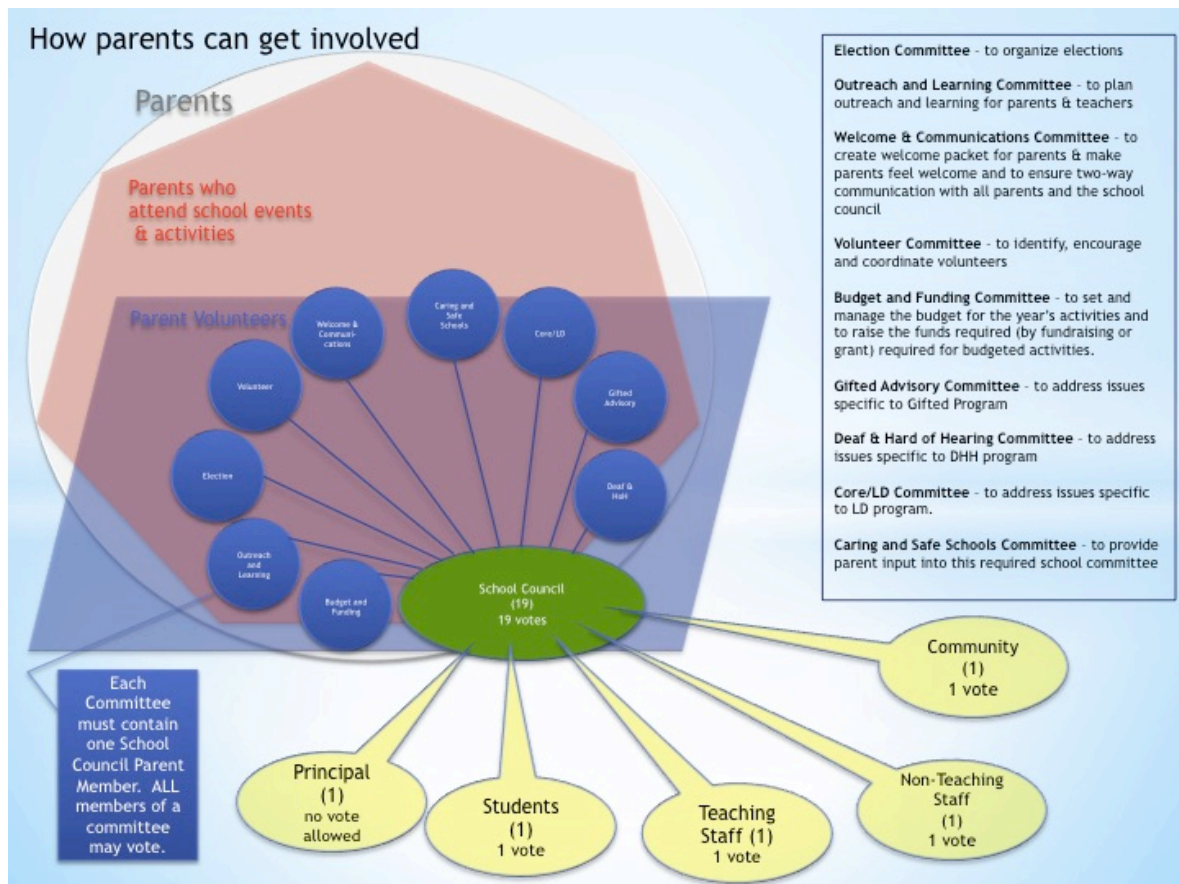
Northern Secondary School (NSS) Council Constitution & Bylaws
 Approved June 2015 by School Council

Every parent sending a child to school wants to know, "How can I help my child do better in school this year?" Parent involvement leads to improved student learning. But 'Parent Involvement' describes a very wide range of different activities.

There are many different kinds of activities that can help students thrive and learn, and different people tend to have different preferences. There tend to be four levels of parent involvement, all related to important activities to help children succeed.

- ★ There are many who wish to carry out their role as **Interested Parents**, who support their child at home and/or provide input to the school community and/or attend events organized by the school community.
- ★ There are others who are willing to contribute their time and energy as **Volunteers**, either in the classroom or at school sponsored or community events that enhance the school community.
- ★ There are others who are interested in a particular aspect of the school community and are willing to contribute their time and energy to leading or joining **Committees** that address specific aspects of the school community
- ★ There are still others who are willing to become part of the **School Council**, offering their organization and leadership skills to the school community.

The following diagram explains parent involvement at Northern Secondary School.



Education is a shared responsibility between parents, caregivers, school staff, the government and the community. **The School Council is the official school community organization representing the interest of parents and students of the school.** The School Council helps ensure that all of these partners work together to improve education.

This document describes how NSS Council operates and how parents may become engaged as Interested Parents, Volunteers, Committee Members, or Parent Members of the School Council.

1. **Governing regulations:** every school in Ontario is required to have a School Council. NSS School Council is governed by Ministry of Education Regulations as well as TDSB Policies and Procedures. A list of the current Regulations, Policies and Procedures is available in Appendix 1 and shall be reviewed yearly by Council and the Principal to ensure the references are still up to date and that there are have been no significant changes to the regulations, policies or procedures.

There are three Guides that explain the regulations, policies and procedures and give guidelines on applying them. These links should be verified yearly by the Co-Chairs to ensure they are accurate and up to date. All members of our Council should familiarize themselves with these documents at the beginning of their term:

- a. **The Guide for School Councils:**
<http://www.edu.gov.on.ca/eng/general/elemsec/council/guide.html>
 - b. **Guide to Parent Involvement:**
<http://www.edu.gov.on.ca/eng/document/reports/sihande.pdf>
 - c. **The Fundraising Guide:**
http://www.tdsb.on.ca/Portals/0/Community/docs/FundraisingGuide_Jan2013.pdf
2. **Purpose and Objectives of School Council is determined by legislation and cannot be amended.**
 - a. **Purpose:**

The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents. O. Reg. 612/00, s. 2 (1).

A school council's primary means of achieving its purpose is by making recommendations in accordance with this Regulation to the Principal of the school and the board that established the council. O. Reg. 612/00, s. 2 (2).
 - b. **The objectives of NSS Council therefore include, but are not limited to:**
 - i. Supporting those who wish to carry out their role as parents. Recommending or leading initiatives that will appeal to this group.
 - ii. Identifying and supporting volunteers with meaningful opportunities, leadership, training and recognition.

- iii. Partnering with the Principal and staff in recognizing and supporting the various roles that parents play in helping children and the school.
- iv. Sharing information with parents and the community, and seeking their input on matters the council is discussing.
- v. Providing advice to the Principal and school board on issues including, but not limited to, school year calendars, strategies to improve school performance, codes of conduct and dress, curriculum priorities, safe arrival programs, community use of schools and community programs provided at the school, selection criteria for Principals, and board policies that will affect the school.
- vi. Organizing and/or having a presence at school and social events for the school community.
- vii. Determining a budget and raising funds or requesting grants required to enhance the school's program and support school initiatives, including parent engagement.
- viii. Any other matter that the School Council may determine as necessary. No bylaw or amendment is required for School Council to address other issues.

3. Membership of the School Council:

By regulation, a School Council must consist of the Principal, Teacher Representative(s), Non-teaching representative(s), Student Representative(s), Community Member(s) and Parent Member(s). The number of members is determined and may be amended by bylaw. NSS Council consists of:

- a. The Principal (a VP may attend in lieu)
- b. One (1) Teacher Representative
- c. One (1) Non-teaching Representative
- d. One (1) Student Member
- e. One (1) Community Member
- f. Nineteen (19) Parent Members.
 - i. By regulation, any parent of a pupil enrolled at NSS can become a Parent Member **unless**:
 - 1. They are employed by the school
 - 2. They are employed by the TDSB – but if they inform voters that they are employed by the TDSB then they may become a Parent Member.
- g. The Principal (or his/her proxy) must attend all Council meetings.

- h. Quorum for meetings is 50% with the majority of members present being Parent Members. By regulation, no meeting or vote can take place unless quorum is reached.
- i. By regulation, notice of all meetings must be made at least one week in advance by the Principal and all School Council meetings and votes shall be open to the public. Agenda and minutes of all meetings must be made available to the school community.

4. Elections of members

- a. **Elections:** By regulation, elections are solely for membership onto School Council and not for Officer positions within Council (see Section 5).
- b. **Election of members:** who votes for which members? Voting for elections is determined by regulation and cannot be amended by bylaw.
 - i. Election of Parent Members: voted by all parents of students enrolled at school at the time of the election.
 - ii. Election of teacher member: voted by all teachers (but not Principal or VPs) employed by the school at the time of the election.
 - iii. Election of non-teaching member: voted by all staff (other than the Principal, vice-Principal(s) or teachers) employed by the school at the time of the election.
 - iv. Election of student member: voted by the Student Council
 - v. Community Membership: *appointed* by the School Council as one of their first points of new business.
- c. **Election timing:** when are elections held? Election timing is determined by regulation and cannot be amended by bylaw.
 - i. The election of all Members of the School Council must be held during the first 30 days of each school year, on a date that is fixed by the Co-Chairs of the School Council after consulting with Election Committee and the Principal.
 - ii. At least 14 days before the date of the election of Parent Members, the Principal must give written notice of the date, time and location of the election to every parent of a student enrolled at the school at the time of the notice.
 - iii. At least 14 days before the date of the election of Teaching, Non-Teaching and Student members the Principal must give written notice to staff and Student Council of the requirement for them to elect their member.
- d. **Elections Procedure:** how do elections take place? Election procedures are determined by bylaw and may be amended.

- i. An Election Committee will be formed at the end of each school year (see Appendix III for their roles and responsibilities) to help organize elections at the beginning of the following year.
 - ii. The first School Council meeting of the year (the AGM) will be run by the outgoing Council where they clearly explain all forms of parent engagement and encourage parent participation as Interested Parents, Volunteers, Committee Members, and Parent Members of the School Council.
 - iii. Anyone interested in becoming a Parent Member of the School Council should submit their name to the Election Committee up to the 25 calendar days after school begins.
 - iv. Should no more than 19 parents be interested in joining School Council, the names put forward will be acclaimed.
 - v. If there are more than 19 candidates, the Election Committee will prepare a special election before the 30 day deadline.
 - vi. The Principal will announce the results of the acclamation/election in writing to the school community.
 - vii. All parents, regardless if they are Parent Members or not, are always welcome to participate as Interested Parents, Volunteers, Committee Members or Committee Chairs.
- e. **Term of office:** for how long is a member elected? Term of office may be amended by bylaw.
- The term of all Members of the School Council is from the date of their election until the date of the following election. This means from October of one year to October of the next.
- f. **Term Limits:** how long can a member stay on School Council? Term limits may be amended by bylaw.
- There are no term limits for membership on School Council.
- g. **Requirements:** requirements may be amended by bylaw.
- i. **Code of Ethics:** All members are required to sign and abide by the Code of Ethics (see Appendix IV)
 - ii. **Attendance:** All members are encouraged to attend meetings. If Members are unable to attend, they should advise the Co-Secretaries of their absence.
 - iii. **Failure to attend:** If an Officer breaks the Code of Ethics or misses three consecutive meetings, the Chair(s) may ask for an explanation. Failure to respond within 15 days of this request or an inadequate explanation may be cause for removal from office (but not membership) by majority vote of the Council.

5. School Council Officers

- a. By regulation, only Parent Members may become officers and there is only one office (Chair) required. This cannot be amended by bylaw.
 - b. NSS School Council has determined we will have the following offices, which may be amended by bylaw.
 - i. Co-Chairs (2)
 - ii. Co-Secretaries (2)
 - iii. Co-Treasurers (2)
 - c. The roles of these positions are detailed in Appendix II, which may be amended by bylaw.
 - d. Voting procedure for officers detailed below may be amended by bylaw:
 - i. Once the Parent Members of the new Council are acclaimed/elected, the Election Committee shall reach out to all Parent Members with a description of the 6 Officer positions available.
 - ii. Any Parent Member interested in taking on one of the officer positions must declare their candidacy or be proposed to the Election Committee before the first meeting of the new School Council.
 - iii. If there are only sufficient candidates to fill the officer positions, these shall be acclaimed and announced prior to the first meeting of the new School Council by the Principal.
 - iv. If there are more than two (2) candidates for any position, the Election Committee shall arrange a special election of the Officers prior to the first meeting of the new School Council.
 - v. The election of Officers must be voted by majority of voting Members of the School Council.
 - vi. No person wishing to hold an office may be part of the Election Committee.
 - e. **Term limits:** there are no term limits for Officer positions. This may be amended by bylaw.
- 6. Vacancies:** how vacancies defined and filled. There is no regulation concerning vacancies, so the below may be amended by bylaw.
- a. **Definition:** a vacancy is when any member will be absent from the School Council for more than three months (90 days). Vacancies less than this term need not be filled.
 - b. **Filling vacancies:**
 - i. Members:
 1. Should a Parent Member(s) decide to leave the council – all Volunteers and Committee Members who are not Parent

Members will be asked by the Election Committee if they are interested in becoming Parent Members.

2. If only sufficient candidates are interested as there are positions open, the new Parent Member(s) will be acclaimed and their membership effective immediately thereafter.
3. If there are more candidates than vacancies, then the Election Committee will invite the candidates to present their position to the School Council (in writing prior to the next School Council meeting) and at the following School Council meeting, a secret ballot vote shall take place and the results tallied by the Principal and a member of the Election Committee. The resulting names shall be announced at the meeting, and recorded in the minutes, and the Co-Chairs will invite the new Parent Member(s) to join the School Council effective immediately after the election.

ii. Officers:

1. Should an Officer position become vacant, Parent Members of the School Council shall be asked if they are interested in the position.
2. If no Parent Member candidate is available (or interested) in the Officer position – then candidacy can be opened to parents who are either Volunteers or Committee Members. If still no candidates are available, then a call will be made out to the remaining parent population.
3. If only sufficient candidates are interested as there are officer positions open, the new Officer(s) will be acclaimed and their membership effective immediately.
4. If there are more candidates than vacancies, then the Election Committee will invite the candidates to present their position to the School Council (in writing prior to the next School Council meeting) and at the following School Council meeting, a secret ballot vote shall take place and the results tallied by the Principal and a member of the Election Committee (who is not standing for election). The resulting names shall be announced at the meeting, and recorded in the minutes, and their officer position(s) become effective immediately after the election.

c. Removal from Council:

- i. By regulation, members cannot be removed from School Council.
- ii. An Officer may be removed from their position (but not from School Council) if they violate either the attendance requirement or the Code of Ethics. This may be amended by bylaw.

- iii. See section 11 Conflict Resolution regarding temporary removal of members.

7. Meetings:

- a. By regulation, the Council shall meet at least four times during the school year (612/00 12.1) to discuss and decide on matters that it has the authority to consider, and shall ordinarily meet at NSS.
- b. The Principal shall, on behalf of school council, give written notice of the meetings of council (including committee meetings) to all parents of students enrolled.
- c. By regulation, all Council meetings must be open to the public.
- d. **Voting:** voting rights are determined by regulation and cannot be amended.
 - i. each Member of the School Council is entitled to one vote in votes taken by the council
 - ii. each Member of a Committee of a School Council is entitled to one vote in votes taken by the committee.
 - iii. The Principal of the school is not entitled to vote in votes taken by the School Council or by a Committee of the School Council.
- e. **Voting procedure:** is determined by bylaw and can be amended.
 - i. A vote is considered passed if voted yes by majority.
 - ii. All School Council voting must take place in meetings that meet quorum.
 - iii. Unless requested otherwise, votes are taken by show of hands. Any member may request a secret ballot on any motion.
- f. **Rules of Procedure:** are determined and may be amended by bylaw
 - i. *Motions.* An individual must be recognized by the Chair(s) before obtaining the floor to make a formal proposal or motion. Once a motion has been made, beginning with the statement "I move that..." and seconded, by saying "I second the motion", it can be discussed. The Chair(s) can restate the motion for clarity, if necessary. Any subsequent discussion, until the motion is voted on, must focus on the motion question.
 - ii. *Discussion.* If the motion is to be discussed, the Chair(s) opens debate *and facilitates ensuring all opinions are heard.* No member can speak a second time until all members have been offered the opportunity to speak once. *Should the Chair wish to participate directly in the discussions, he/she must relinquish the Chair.*
 - iii. *Amendments.* Until the Chair has restated a motion, the member who made it, may amend it. If the seconder withdraws his/her second, a new seconder is required. Once the chair has restated the motion, the member who made it may propose a change. If a member objects to

the change, the question to change the motion is put to a vote. If Council consents to the change, the discussion shall continue on the amended motion.

- iv. *Further Amendments:* Another member may amend the motion by moving to do so. An amendment to an amendment may be proposed and seconded, but a third amendment will be out of order.
- v. *Referral to Committee:* It may become apparent that further information is needed prior to voting on a motion and/or further work is necessary to reword a motion, in which case, the motion may be referred to a committee. If the committee, is not existing it should be appointed immediately or as soon as possible. The committee should report findings at the next meeting, unless specified otherwise. A member makes the motion to refer the motion to committee. The motion must be seconded.
- vi. *Withdrawing a Motion.* Until the chair has restated the motion, the member who made it may withdraw it. Once the Chair has rested the motion, the member who made it may withdraw it if no Member objects. If a member objects, the withdrawal is put to a vote.
- vii. *Invalid Motions.* Any motion that contravenes federal law, provincial law or Council bylaws is out of order, and any affirmative vote on such a motion will be invalid.

g. **Minutes:** regulation requires minutes to be taken for each meeting, available at the school for examination without charge by any person and kept on file for at least 4 (four) years. The below procedures for minutes are determined and may be amended by bylaw:

- i. Minutes of the School Council are responsibility of the Secretary(s) and shall include the date, time, location and attendance; agenda items; key notes from discussion, motions (mover and seconder), votes, action, and person responsible for taking the action, timeline and follow-up required for each item.
- ii. Draft minutes of prior meetings must be approved at the following Council meeting.

8. Committees: NSS has several required school committees that require parent involvement. In addition, for the proper functioning of the School Council, standing or ad hoc committees can be created as required. Procedures regarding committees are by bylaw and can be amended

- a. Every committee must include one Parent Member of the council.
- b. Every member of a committee must have at least one chair, but they need not be a Parent Member of council.
- c. Committees should include parents who are not members of council
- d. Committees are directly responsible to the School Council

- e. Every Committee Member has a vote, regardless if they are a member of Council (other than the Principal).
 - f. Committee meetings must be open to the public at a location accessible to parents.
 - g. The Principal must give written notice of date/location of Committee meetings to all parents
 - h. It is School Council's responsibility to ensure that all committees (be they standing or ad hoc) be created using the criteria found in Appendix V
- 9. Volunteering:** Parents and community members are encouraged to participate in volunteer activities in our schools that support programs and services and help students succeed.

Here are some ways parents can be involved in the classroom or school:

- Reading to students who need extra help
- Arts and crafts activities
- Preparing for school plays, concerts, information evenings
- Arranging material in the library
- Coaching sports activities
- Supervising children on field trips
- Serving as a speaker on topics related to the classroom program
- Serving as a skilled mentor to a student who needs extra support
- Collecting community materials for a classroom project
- Producing the school newsletter or handbook
- Participate in meetings and activities of the School Council
- Tutoring/mentoring: Tutors and mentors can make a significant contribution to the personal growth and academic development of our students. A single positive relationship with a trusted tutor or mentor can greatly impact a student's self-esteem, learning skills, and confidence. It can also help establish a sense of purpose and hope for the future. Consider making that kind of difference in the lives of our students.

All tutor activities for our schools are performed under the direct supervision of a teacher.

These activities may include (but are not limited to) the following:

- Working with groups of students requiring remediation
- Working with groups of students requiring enrichment
- Aiding teachers in the preparation of lesson plans
- Assisting with technology in the library
- Helping students to prepare for competitions, such as Mathematics Leagues or the Science Olympics
- Assisting students to prepare multi-media presentations
- Organizing a mathematics, science or technology fair

- Familiarizing teachers and students with educational software

Parents and community members who wish to volunteer must, like all TDSB employees, complete a Police Reference Check (which will include a vulnerable sector screening) and be cleared before they can tutor/mentor in any TDSB location or participate in activities with our students. Your local school Principal can provide support with the Police Reference Check process.

Volunteers in schools cannot be used to perform activities that are the responsibility of teachers or other Board employees, but must be limited to extra support activities.

10. Conflict of Interest

- a. A conflict of interest may be actual, perceived, or potential.
- b. Members of the council shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit financially either directly or indirectly by decisions of the council.
- c. Once the conflict of interest has been declared, the member may continue to take part in discussions of the matter, but they must recuse themselves from voting.
- d. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

11. Conflict Resolution

- a. Every school council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.
- b. Speakers to an issue will maintain a calm and respectful tone at all times.
- c. Speakers will be allowed to speak without interruption.
- d. The chair's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.
- e. If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.
- f. If all attempts at resolving the conflict have been exhausted without success, the chair shall request the intervention of an independent third party to facilitate a resolution to the conflict. If necessary, a vote to determine who that third party will be may be undertaken by the Council.

12. Financial Matters: there are detailed regulations, policies and procedures regarding how School Council funds can be raised and spent. Bylaws detail our NSS Council's

procedures are the responsibility of the Treasurer and the Budget Committee and may be amended.

- a. The School Council maintains a School Council bank account.
- b. The Co-Treasurers and the Co-Chairs are signatories to the School Council bank account. Two signatories are required for all funds spent, one Treasurer and one Chair.
- c. At the beginning of each School Council term, a plan and a budget for the year's events must be prepared along with the funding requirements for each.
- d. Funds may then be raised (by grant or fundraising by the Funding Committee) once funding goals are known.
- e. It is the Budget Committee's responsibility to approve funding requests in line with the budget prepared and the funds raised. A Treasurer, at least one of which must be a member of the Budget Committee, must report the spending in comparison to projections, expenses and funds raised at every Council meeting.
- f. Detailed procedures for School Council funds are found here:
<http://www.tdsb.on.ca/Portals/0/Community/docs/School%20Council%20Funds%20Procedures%20-%20August%202013.pdf>
- g. Detailed procedures for fundraising are found here:
http://www.tdsb.on.ca/Portals/0/Community/docs/FundraisingGuide_Jan2013.pdf
- h. The above documents must be reviewed yearly by the co-Chair(s), the Treasurers and the Budget and Funding Committees to ensure all parties are aware of and following the requirements for School Council funds.

13. Amendments:

a. Procedure for Amending the Constitution

- i. *Notice.* Notice of a motion to amend the Constitution must be received by the Secretary(s) at least 60 days prior to, and must appear in the notice of the meeting at which the motion is to be discussed.
- ii. *Motion.* Any member of Council may bring forward to the Council a motion for amendment of this Constitution.
- iii. *Vote.* Constitutional amendments require three quarters of the School Council members present at the meeting set for this purpose to be adopted. The vote on the motion to amend the Constitution shall occur at a meeting to be held at least 30 days after the discussion.

b. Procedure for Amending Bylaws

- i. *Notice.* Notice of a motion to amend bylaws must be received by the Secretary(s) at least 30 days prior to, and must appear in the notice of the meeting at which the motion is to be discussed.

- ii. *Motion.* Any member of Council may bring forward to the Council a motion for amendment to a bylaw.
- iii. *Vote.* Bylaw amendments require simple majority of the School Council members present at the meeting. The vote on the motion to amend bylaws shall occur at a meeting to be held at least 30 days after the discussion.

Appendix 1: Regulations, Policies and Procedures: these must be reviewed yearly to ensure they are up to date. Year of last review: June 2015.

- Ontario Regulation 612/00: this document confirms the advisory role of school councils and clearly states their purpose is to improve student achievement and enhance the accountability of the education system to parents. It also clarifies the role of school councils and establishes their right to express their views on any issues that are important to them.
- Ontario Regulation 613/00(2000) amends OR298 (Operations of Schools, General) to set out the duties of Principals regarding School Councils.
- Ontario Regulation 330/10 (2010) amends OR612/00 to include the requirement of school boards to set up Parent Involvement Committees (PIAC/SEAC). Parents interested in advocating for education at the Board level are encouraged to become involved with PIAC (Parent Involvement Advisory Committee) or SEAC (Special Education Advisory Committee).
- TDSB Policy P023: Establishes a framework for building and supporting parent and community involvement in the TDSB. The Policy states that each year, subsequent to the election of members, the school council, in conjunction with the Principal, will review the regulations regarding the role of school councils and the role of the Principal (OR612/00) and plan activities consistent with that role will be established and that the School Council will participate in the School Improvement Plan. It establishes that School Council's primary role is to increase parental involvement.
- TDSB Operational Procedure Policy PR558 "Parent Involvement": Provides a procedure for implementing the Board's Parent and Community Involvement policy outlined in P023. It sets out the requirement of a two-way Communication plan between parents and the School, outreach to marginalized parents and communities, School Council's role and operations, enhancing participation through skills development, ward and regional parent forums, and community advisory committees.
- TDSB Policy P021 "Fundraising" describes how fundraising may take place and for what purpose (to enhance the school program and support school initiatives)
- TDSB Procedure PR508 provides procedure for how School Councils do fundraising.
- Procedures for School Council Funds is a document that describes in great detail the requirements, policies and procedures related to School Council funds:
<http://www.tdsb.on.ca/Portals/0/Community/docs/School%20Council%20Funds%20Procedures%20-%20August%202013.pdf>

Appendix II Roles and Responsibilities of Officers

Appendix III

Suggested Standing Committees: TBD & must be formalized by filling in form in Appendix V for each committee. This list can be amended as different

Election Committee – to organize elections

Outreach and Learning Committee – to plan outreach and learning for parents & teachers

Welcome & Communications Committee – to create welcome packet for parents & make parents feel welcome and to ensure two-way communication with all parents and the school council

Volunteer Committee – to identify, encourage and coordinate volunteers

Budget and Funding Committee – to set and manage the budget for the year's activities and to raise the funds required (by fundraising or grant) required for budgeted activities.

Gifted Advisory Committee – to address issues specific to Gifted Program

Deaf & Hard of Hearing Committee – to address issues specific to DHH program

Core/LD Committee – to address issues specific to LD program.

Caring and Safe Schools Committee – to provide parent input into this required school committee

Ad Hoc - ad hoc committees on specific issues or events can be formed at any time by a motion of the School Council. The committees first duty is to fill in the form of Appendix V to ensure the purpose and scope of the committee is clear. This must be presented to School Council at the following meeting of the School Council.

Appendix IV: Code of Ethics

A member shall consider the best interests of all students.

A member shall be guided by the school's and the school board's mission statements and codes of conduct.

A member shall act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education.

A member shall become familiar with the school's policies and operating practices and act in accordance with them.

A member shall maintain the highest standards of integrity.

A member shall recognize and respect the personal integrity of each member of the school community.

A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.

A member shall encourage a positive environment in which individual contributions are encouraged and valued.

A member shall acknowledge democratic principles and accept the consensus of the council.

A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.

A member shall not disclose confidential information.

A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.

A member shall use established communication channels when questions or concerns arise.

A member shall promote high standards of ethical practice within the school community.

A member shall declare any conflict of interest.

A member shall not accept any payment or benefit financially through council

Appendix V: Committees

What is the name of the committee?

What is the purpose of the committee?

What are the responsibilities and limitations?

What are the specific tasks?

When should the job be completed and what type of report is expected?

What is the role of members and how is the membership decided?

Is there a budget?

What is the term of office for members, methods of filling vacancies

What is the authority of the committee?

What resources are needed? What resources are already available?