

October 30, 2024

Dear Student, Parent/Guardian/Caregiver/Community Leader

Hamilton-Wentworth District School Board (HWDSB) is committed to the principles of equity through inclusive programs, curriculum, services, and operations. In addition, HWDSB believes in ensuring high levels of student, parent, community and staff participation, involvement and engagement contributing to student achievement and well-being. In support of our commitments, the Board of Trustees have established the Faith Community Advisory Committee.

At this time, the HWDSB Faith Community Advisory Committee is seeking the following for membership.

- One parent/guardian/or community leader from each of the following faiths: Christian, Jewish and Muslim
- Two student representatives of any religion/faith/creed

The Committee will meet at least once a year with a schedule determined by the Committee. The Committee will be responsible for providing the Board of Trustees with advice on specific areas of Board policy or program consistent with the Education Act and the policies of the Board, and on services that affect the educational success and well-being of HWDSB students.

Criteria for Committee membership is attached. Individuals must be students, parents/guardians/caregivers or community leaders who have a strong affiliation to one or more HWDSB schools and a strong affiliation to one of the identified faiths and/or spirituality areas. Membership will be sought across the geography of HWDSB schools.

[Applications](#) for the Faith Community Advisory Committee will be accepted until 4 pm on **November 8, 2024** and are available online via HWDSB's website under Community Advisory Groups, [hwdsb.info/FCAC](http://hwdsb.info/FCAC).

If you have any questions, please feel free to contact my office.

Sincerely,



Gerry Smith  
Superintendent of Safe, Compassionate and Equitable Schools

## Hamilton-Wentworth District School Board Faith Community Advisory Committee

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**Mandate:** The mandate for Community Advisory Committees is to provide the Board of Trustees with advice from the community on specific areas of Board policy or program consistent with the Education Act and the policies of the Board, and on services that affect the educational success and well-being of HWDSB students. (Board of Trustees Governance Manual, 3.8 Community Advisory Committees)

**Composition:** Voting membership of the Faith Community Advisory Committee (FCAC) will consist of a minimum of 7 and a maximum of 13 individuals reflecting the diversity of the student population in HWDSB schools and each with a strong affiliation to one or more schools.

- a) One parent/guardian/caregiver/community leader with a strong affiliation to HWDSB schools **and** a strong affiliation to one of the following faiths and/or spiritual traditions (10 people):

Bahá'í	Hindu/Jain
Buddhist	Jewish
Christian	Muslim
Indigenous Philosophy	Sikh

Note: representation will be sought across all Families of Schools to support balanced representation.

- b) One Community Member at Large  
c) Three secondary students

Non-voting membership will include up to 2 Trustees (appointed annually), a senior staff representative and other staff resources as required.

**Terms of Office:** The term of office for a member of a community advisory committee shall be one or two years commencing on September 1 and ending on June 30.

When a community advisory committee is established, the members shall be divided into members willing to serve for a one-year term and those willing to serve for a two-year term in order to initiate staggered terms.

Under normal circumstances a member who has served for more than two consecutive terms or partial terms shall be replaced by a new member; however, the Board may approve that an individual member be appointed for more than two consecutive terms or partial terms.

If a member is appointed mid-term, the committee shall recommend whether the term should end on June 30 of the current year or the following year.

A community advisory committee shall appoint a chair or co-chairs from among its voting members at the first meeting each year.

**Meetings:** A community advisory committee shall meet at least once per year, with quorum (50% +1 of voting members) and provide a committee report to the Board of Trustees.

A community advisory committee shall not meet during July or August unless requested to do so by the Chair of the Board.

A community advisory committee meeting shall be open to the public for observation and notice of the meeting shall be posted on the Board's website.