

## **Mother of Mercy Faculty Staff Council Constitution**

### **Mission**

The Faculty/Staff Council of Mother of Mercy High School is responsible for communicating needs, concerns and questions from the faculty and staff to the administration.

### **Section A: Purpose**

This group shall determine faculty and staff needs and then make recommendations to the administration regarding how to meet those needs that will enable the school to meet its educational goals and maintain a positive working environment.

### **Section B: Function/Duties**

The functions and duties of the elected members include the following:

1. Gather questions and concerns from the faculty and staff regarding educational and other issues that impact teachers' ability to teach effectively and the staff's ability to support the educational initiatives.
2. Gather questions and concerns from the faculty and staff regarding educational and other issues that impact students' ability to learn.
3. To identify teacher needs that directly impact education.
4. To make recommendations regarding how to meet the needs of faculty and staff.
5. To be a sounding board for faculty and staff members regarding issues and concerns as they pertain to the overall school environment.
6. To be a support for faculty and staff by promoting open communication between faculty/staff and administration.
7. To foster an environment based on the values of faith, compassion, leadership, service and excellence through open and respectful communication.

### **Membership**

All faculty and staff are automatically members of the larger group as long as they are employed by Mother of Mercy.

### **Elected Members**

Consist of the 6 elected members (4 faculty and 2 staff)

**Terms**

Each elected member serves a term of 2 years and is elected by members of the faculty/staff at the September faculty/staff in-service. Member's terms will expire on a rotating basis (3 each year).

In the event that an elected member is no longer employed by Mercy, a special election may take place.

**Officers**

The officers of the Faculty/Staff council consists of a Chairperson, Secretary and four Members-at-Large. The Chairperson will take nominations at the August faculty/staff in-service in order to prepare for the September election.

**Meetings**

The Faculty/Staff council meets with administration a minimum of once per quarter if necessary during designated time on an early dismissal day that has been approved by Administration ahead of time.

The Chairperson/secretary will gather agenda items for the meetings via the groups email address. Faculty/staff council will meet as necessary to prepare agenda items for meeting with administration. A list of necessary agenda items will be submitted to the Administration, Faculty and Staff at least one week prior to the meeting date.

**Decision Process**

Upon receipt of faculty/staff concerns, the administration which may include the Principal, Associate Principal and any others deemed necessary will determine the approach the school will take in response. Some decisions will need to be made at the Administration/MECC level while others will allow a more collaborative approach. This will be determined by the Administration and communicated to the faculty/staff council officers once decisions have been made.

A meeting will be convened with the faculty/staff council to present the decisions and allow for clarification. During this meeting, how and when the communication to the faculty at large will take place and by whom.