

## **PEMBINA TRAILS LEADERSHIP COMMUNITY (PTLC)**

1. PTLC will operate with five standing councils as follows:

- Early Years
- Middle Years
- Senior Years
- French Immersion
- Admin Professional Development

2. The chairperson for each Council will be determined by the Council membership and will sit for one year.

3. Council meetings should not exceed a half-day. Approximately 6-8 meetings will be held throughout the school year.

4. The chair of the Council will set the agenda and ensure that minutes are kept for each meeting.

5. Agenda items will be received from the following sources:

- Council Members
- Senior Administration Team (SAT)
- Directors, Coordinators, and Consultants
- Yearly Priority Tasks

6. Councils are to identify priority tasks or objectives and establish plans-of- action to address them.

7. Councils are to regularly report to PTLC, i.e. Agenda Items

8. Year-End Reports are to be submitted to PTLC at the May or June meeting and will be structured as follows:

- Members
- Meeting Dates
- Tasks Completed
- Recommendations for the following year

*Accomplish Anything*

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- Chair for the following year

*Accomplish Anything*

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