

**Please join us Tuesday May 13, 2014 in the library at EPK for Parent Council Executive elections. Below is some information regarding the positions that need to be filled.**

## **School Council Roles and Responsibilities**

### **School Council Chair**

It is expected that the school council chairperson will be a parent of a student attending the school. The chair should be someone who can work collaboratively and knows how to organize both programs and people. The chair should actively encourage others to become involved in meaningful ways.

Typical chairing duties include:

- Calling regular school council meetings
- Preparing agendas for school council meetings
- Chairing and maintaining meeting decorum
- Ensuring that minutes are recorded and maintained
- Communicating with the principal on a regular basis
- Ensuring there is regular communication with the school community beyond those who attend meetings
- Following existing school council by-laws/operating procedures
- Ensuring roles and responsibilities are clearly defined
- Soliciting input from all members
- Staying informed about school board policy that impacts school council
- Striving to ensure the diversity of the school community is represented on school council
- Promoting teamwork between the school council, principal and staff
- Leading a school council self-evaluation (e.g., completing the annual report to the school board)

### **Chair's Relationship with the Principal**

The chair's role is key to the success of the school council. One important responsibility is regular and ongoing communication with the school principal. This relationship of mutual trust and respect must be nurtured, being mindful of common goals for the learning community.

### **Vice-Chair**

On some school councils, the role of chair is shared, either through the creation of co-chairing positions or through the chair's dependence on the vice-chair to undertake part of the work.

Typically the vice-chair's duties are to:

- Chair meetings, in the even the chair is unavailable
- Work with and support the chair in agenda preparation
- Promote teamwork and assist the chair in the smooth running of the meetings
- Keep informed of relevant school and school board policies
- Prepare to assume the responsibility of chairperson in the future

### **Secretary**

The school council secretary typically will:

- Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the school council meeting
- Keep minutes, correspondence, records and other school council documents (e.g., constitution and operating procedures) filed in an orderly fashion and publicly accessible, in accordance with the *Personal Information Protection Act*
- Have a working knowledge of the operating procedures of the school council
- Ensure notice of meetings and other school council events is distributed

### **Treasurer**

The treasurer will oversee the handling of all money (fundraising, grants, etc.) duties include:

- Keeping accurate records of all transactions
- Reporting to the school council on the receipt and expenditure of funds
- Ensuring that records are available , upon request of the school board

- Add something about preparing a budget (possibly in conjunction with the principal)??

### **Fundraising Chairperson**

- Organizes, spearheads and delegates the year's fundraising campaign as decided upon by the board
- Reports back to the Council/Executive Committee on a monthly basis as to its progress, success and challenges
- Provides a written financial report to the board at the end of the fundraising campaign
- Acts as fundraising committee chair when working with class fundraising representatives

### **Events Chairperson**

- Responsible for the planning, organization and executive of School Council Social sponsored functions (ie. Pancake breakfast, Carnival, Corn Roast, etc.)
- Reports back to Council/Executive Committee on monthly basis as to plans, progress, success and challenges
- Maintains communication between Council and Administration
- Communicates upcoming events to classroom reps