

Roles of the Council Members

1. Chairperson: The role of the Chairperson shall include but not be limited to:

- ▶ Prepare the agenda for council Meetings and obtain Principal's approval;
- ▶ Ensure the agenda is distributed to Council members in advance of meeting;
- ▶ Chair Council meetings and Executive meetings;
- ▶ Ensure recording and maintenance of minutes;
- ▶ Participate in information and training sessions;
- ▶ Maintain on-going communication with the school Principal and other school officials;
- ▶ follow Board Policies and Administrative Regulations;
- ▶ Encourage community representation;
- ▶ Approve and sign cheque requisitions;
- ▶ Appoint committees as required.

2. Vice-Chair: The role of the Vice-Chair shall include but not be limited to:

- ▶ Assist the Chair as required;
- ▶ Chair Council meetings in the absence of the Chair;
- ▶ Manage School council's e-mail and mail box;
- ▶ Prepare Council's monthly contribution to the School's newsletter;
- ▶ Organize and maintain School council bulletin board'
- ▶ Assist and participate in all Executive activities.

3. Treasurer: The role of the Treasurer shall include but not be limited to:

- ▶ Provide a current statement or receipts and disbursements including current bank balances;
- ▶ In the absence of the Chair's signature, approve and sign cheque requisitions;
- ▶ Prepare the year end financial statements and operating budgets;
- ▶ Assist and participate in all Executive activities;

4. Secretary: The role of the Secreatry shall include but not be limited to:

- ▶ Record and distribute meeting minutes to an established e-mail distribution list;
- ▶ Post meeting minutes on Council's bulletin board or another prominent area in the school;
- ▶ Assist and participate in all Executive activities.

5. Principal: The role of the Principal shall include but not be limited to:

- ▶ facilitate and assist in the operation of the Council;
- ▶ Assist, advise, co-operate and consult with the Council as it works towards achieving its purpose and objectives;
- ▶ Support and promote the council's activities;
- ▶ Seek input from the council in areas for which it has been assigned advisory responsibility;
- ▶ Obtain and provide information required by the Council to enable it to make informed decisions;
- ▶ Communicate with the Chair of the Council on a regular basis;
- ▶ Assist the Council in communicating with the school community.

6. Parent Representatives: The role of the Parent Representatives shall include but not be limited to:

- ▶ Attend council meetings on a regular basis;
- ▶ vote on Council motions;
- ▶ Participate in information and training programs;
- ▶ Act as a link between the Council and the community.