

# 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 the meetings;
  - ▶ 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 Secretary 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.