

Are you Interested in Getting Involved in School Council?

There are many ways to get involved. Come out to the meetings as a general participant. Sign up for one of our many committees as a coordinator or a member. Or, run for one of our executive positions.

On the backside of this page you will find a job description for our executive positions. We also have many committees: Fundraising, Dance, After School Cultural Activities, Fun Lunch, etc. The list changes throughout the year as we tackle new projects.

If you are interested in joining a committee, please let council know at midnapore.parentcouncil@gmail.com Or, come out to one of our meetings.

If you are interested in running for an elected executive position, please complete the following nomination form and either send it into the office, or give it to an existing executive member. Please also attend our AGM where we will hold our elections.

If you have any questions please do not hesitate to contact us!

Midnapore School Parent Council

Name _____

Home Phone # _____ Business Phone # _____

Email _____

I am the parent/guardian of _____ (name) who is currently registered at this school.

I wish to declare my candidacy for an elected position as a parent representative on the school council. I understand the role and responsibilities of a member of the school council as described on the reverse side of this form. I am most interested in the following position (please check one):

- Chair
- Co-Chair
- Secretary
- Treasurer

Candidate's Signature _____ Date _____

Duties of the Executive

1. The Chair

- a) prepare and distribute an agenda for council meetings
- b) chair council meetings
- c) act as spokesperson for the Council
- d) submit an annual report to the principal for retention in the school and inclusion in the school's annual report.

2. Vice Chair

- a) assume all responsibilities of the chair in his or her absence
- b) assume any vacated Executive Committee position on an interim basis
- c) submit regular reports to the members via the school newsletter

3. Secretary

- a) Keep accurate minutes and records of school council meetings
- b) Distribute the minutes in a timely fashion to the council distribution list, and arrange for the minutes to be posted on the School website prior to the next meeting
- c) Document and file all correspondence and communications
- d) Keep an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA)
- e) Keep an accurate list of names and email addresses for meeting notification and minutes in compliance with PIPA
- f) Ensure all materials relating to the Midnapore School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location at the school.

4. Treasurer

- a) keep financial transactions of the school council and fundraising committee
- b) report financial updates to the school council
- c) comply with school council, fundraising, and school board policies
- d) complete & distribute an annual report
- e) issue and record cheques as approved by council