

## **School Council's purpose is to advise the principal and Board of Trustees respecting matters related to the school**

### Chair

- Plan the agenda and facilitate all meetings of the Council in coordination with the Parents Association
- Act as a spokesperson for school council
- Attend monthly executive meeting with the Parents Association President, Treasurer and school administration team (Principal / Assistant Principal)
- Attend Calgary Association of Parents and School Council's (CAPSC) meetings and events or designate another council member to attend
- Ensure that the annual report is submitted

### Vice-Chair

- Assist the Chair with the duties as assigned including coordinating any guest speakers desired
- In the absence of the Chair, assume the duties of the Chair

### Secretary (can be combined position with Association)

- Keep accurate minutes and records of the school council meetings
- Keep an accurate list of names and school council members
- Check Council email and distribute emails to appropriate Council or Association board members

### Communications coordinator (role may be shared by Vice Chair and/or Vice President)

- Prepare submissions to the newsletter on behalf of school council
- Prepare submissions for the school council portion of the school's website
- Review correspondence to school council and distribute to the appropriate person

### Other positions and committees may be created, at approval of school council, as needed

- Privacy officer & volunteer coordinator
  - o Accumulate list of parent volunteers and areas where wish to volunteer within Council / Association activities
  - o Provide contact information for volunteers to council / association members enlisted to help with specific events / activities

## **Parent Association works alongside School Council to help enhance educational opportunities for our students by raising the necessary funds**

### President

- Shall be ex-officio member of each committee
- Plan the agenda and facilitate all meetings of the Association in coordination with the School Council
- Act as a spokesperson for parents association
- Attend monthly executive meeting with the School Council chair, Treasurer and school administration team (Principal / Assistant Principal)

### Vice President

- Assist the President with the duties as assigned including being an ex-officio member of each committee
- In the absence of the President, assume the duties of the President

### Secretary (can be combined position with Association)

- Keep accurate minutes and records of the school council meetings
- Keep an accurate list of names and parent association members

### Treasurer

- Responsible for receiving and depositing all monies paid to the Association
- Keep record of and account for all funds received and disbursed (using Quickbooks)
- Present a full detailed account of receipts and disbursements whenever requested
- Prepare a statement of financial position of the Association for presentation at Annual Meeting and submit copy to the Secretary for the records of the Association
- The role of Secretary and Treasurer may be filled by one person if so decided