

DUTIES OF THE EXECUTIVE MEMBERS

A. Chair

It is expected that the School Council Chair will be a parent of a student enrolled in the School. Unless otherwise delegated, the Chair of the School Council will:

- i. Chair all meetings of the School Council;
- ii. Coordinate with the Principal to co-create meeting agendas;
- iii. Communicate with the Principal on a regular basis;
- iv. Decide all matters relating to Rules of Order at the meetings;
- v. Ensure that School Council Operating Procedures are current and followed;
- vi. Be the official spokesperson of the School Council;
- vii. Ensure that there is regular communication with the whole School community;
- viii. Review any communication to the School community prior to distribution and include the Principal in same;
- ix. Stay informed about School Board policy that impacts School Council;
- x. Have signing authority, if required, on any financial accounts together with the Vice-Chair and/or the Treasurer;
- xi. Comply with the School Councils Regulation by providing the School Board with an annual report that summarizes the School Council's activities for the previous School year, including a financial statement relating to money, if any, handled by the School Council, no later than September 30th;
- xii. Have general responsibility for all activities of the School Council.

B. Vice-Chair

Unless otherwise delegated, the Vice-Chair of the School Council will:

- i. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities (while remaining in the Vice-Chair position);
- ii. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
- iii. Work with and support the Chair in agenda preparation;
- iv. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- v. Assume responsibility, in consultation with the School Council, for communicating with the Fundraising Association or other parent groups within the School;
- vi. Promote teamwork and assist the Chair in the smooth running of the meetings;
- vii. Keep informed of relevant School and School Board policies;
- viii. Prepare to assume the position of Chair in the future;
- ix. Assist the Chair and undertake tasks assigned by the Chair.

C. Secretary

Unless otherwise delegated, the Secretary of the School Council will:

- i. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- ii. Keep minutes, correspondence, records and other School Council documents, and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the School, for a period of 7 years;
- iii. Maintain a dated record of all the Members of the School Council who have knowingly provided their contact information, in compliance with PIPA;

- iv. Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events.

D. Treasurer

Unless otherwise delegated, the Treasurer of the School Council will:

- i. Keep accurate records of all financial transactions;
- ii. Ensure that records are available upon request of the School Board, public or School community;
- iii. Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School Council may order;
- iv. Present a full, detailed account of receipts and disbursements to the School Council as required by the School Council, and prepare the financial statements for the annual report;
- v. Supervise the affairs and preside at any meetings of the financial committee.