

School Council – Executive Member Roles

School Council Chair:

It is expected that the school council chairperson will be a parent of a student attending the school. The chair should be someone who can work collaboratively and knows how to organize both programs and people. The chair will actively encourage others to become engaged in meaningful ways, with the best interests of the school and students.

The Chair works and meets with the Treasurer frequently (co-signing of cheques). It's advised the Chairperson be informed at all times of the financial health of the fundraising accounts, and as such, treat this role akin to that of running a business.

Typical chairing duties include:

- chairing all meetings of the school council
- coordinating with the Principal to create meeting agendas
- ensuring the operating procedures are current and followed
- be the official spokesperson of the school council
- ensuring there is regular communication with the whole school community
- staying informed about school board policy that impacts school council
- complying with the School Councils Regulation by providing (with secretary's involvement) the school board with an annual report summarizing the school council's activities for the previous school year, including a financial statement relating to money, if any, handled by the school council
- coordination of the annual Christmas bake sale, silent auction and 50/50 draw
- be the main lead on the school's annual Spring Dance

Vice Chair:

On some school councils, the role of chair is shared, either through the creation of co-chairing positions or through the chair's dependence on the vice-chair to undertake part of the work. Typically, the vice-chair's duties are, in the event of resignation, incapacity or leave of absence of the chair, to fulfill the chair's responsibilities, and in the absence of the chair, supervise the affairs and preside at meetings of the school council.

Some typical duties include:

- chairing meetings in the absence of the school council chair;
- helping to prepare for school council meetings; and
- preparing to assume role of chair in the future.

Secretary:

The school council secretary acts as a recorder at each meeting and ensures that the minutes are prepared accurately to reflect the directions agreed to at the meeting.

Some typical duties include:

- acting as recorder at meetings and ensure the minutes accurately reflect discussion;
- keeping minutes, correspondence, and records (including copies of school council annual reports) filed in an orderly, publicly accessible fashion, in accordance with the Personal Information Protection Act;
- referring to school council bylaws/operating procedures when required

Treasurer:

If the school council is handling money, through fundraising activities or donations, which it does at Earl Grey School, the treasurer keeps accurate records of all financial transactions and ensures that records are available upon request of the school board or school community. Fundraising by the Earl Grey Parents' Association is significant and necessary, and thus it's important the Treasurer see this role akin to running a business, and keep the other council members informed of the financial status of accounts. The Treasurer works closely with the Chair (e.g. co-signing of cheques).

Key Communicator:

The role of Key Communicator is to build and enhance a connection between parents/school communities and Calgary's public education system. Key Communicators liaise with School Councils; enable more informed citizen input; and share information, ideas and concerns as part of a system-wide network of involved parents.

Some duties:

- attending Council of School Councils (COSC) meetings which are held several times throughout the year;
- attending school council and executive meetings to provide updates learned at Key Communicator meetings;
- receiving the Key Communique newsletter and sharing the information back with the school council and community.

Volunteer Coordinator:

The Volunteer Coordinator is a crucial position for the school as the link between the work that needs to be done and finding the people to do it. The Volunteer Coordinator works with staff in identifying needs and finding volunteers throughout the year to support them. They help inform parents about volunteer opportunities and responsibilities.

The Volunteer Coordinator also provides guidance and leadership to each classroom coordinator, the parent volunteer entrusted with being the parent communicator for their assigned class.

A few examples of what the volunteer coordinator helps recruit volunteers throughout the year for:

- Spring Party/Dance (setting up/dismantling of equipment; supervising stations; collecting admissions/donations; etc.)

- Christmas and Spring Concerts (designing and creating sets and costumes; applying makeup; organizing props; coordinating back-stage; staffing bake sale and silent auction tables; etc.)
- Staff appreciation & kitchen supplies - monthly volunteers)
- Reserve snacks (extra granola bars etc. available for kids) – monthly volunteers
- Maintenance (organizing props room; courtyard spring cleaning, etc.)

Using Sign-Up Genius and lists, and with a bit of organization this is an extremely fulfilling and impactful role, not to mention a great way to meet other like-minded parents and volunteers.

Casino Coordinator:

The Casino Coordinator is our liaison between the AGLC and School Council. The Coordinator is responsible for submitting all paper work (approvals and reporting) to the AGLC. In normal operations, casinos can be run every 18 months. The Casino Coordinator works with the Volunteer Coordinator to ensure we have in place all volunteers needed to run the casino. The Casino Coordinator also is our liaison with the specific casino location to coordinate and help facilitate a successful event.