

SCHOOL COUNCIL JOB DESCRIPTIONS

EXECUTIVE

Chair: Average Monthly Volunteer Hours = 5 to 10 hours

- Calls, chairs and sets the agenda for all NISC meetings - notifies parents, teachers, staff and community representative about the meetings;
- Ensures meeting minutes are recorded, maintained and available to the general membership;
- Acts as a liaison between the school and the community;
- Ensures regular communication with the school community, including the school principal, teachers, parents and the Board of Education;
- Encourages the participation of parents and others in the community on the NISC;
- Consults with senior staff of the school board, including superintendents and trustees;
- Attends community meetings as required and information/training programs.

Secretary: Average Monthly Volunteer Hours = 3 to 5 hours

- Attends NISC meetings (or arranges for a back-up) and assists Chair with agendas;
- Records, maintains and distributes minutes of meetings;
- Performs other, general consultative and communication-related duties;
- Having access to a laptop computer would be an asset.

Treasurer: Average Monthly Volunteer Hours = 4 to 6 hours

- Maintains detailed, written financial statements, including records of all receipts and disbursements on behalf of the NISC, and manages banking affairs.

Class Parent Leader & Volunteer Co-ordinator: Average Monthly Volunteer Hours = 2 to 7 hours (depending on time of year and what is going on at the school)

- Must find volunteers for each class to be class parent for the year;
- Create the class list once all the information has been collected by the parents, then sends to all the class parents and teachers;
- The list process will take up to two weeks to collect changes and finalize the lists with all update information. Keep hardcopies on file regarding master class lists;
- Send information via email to the class parents that has been submitted by school council, principal, fundraising committee for a specific event;
- Organize volunteers for school events as per needed by fundraising committee. Event leaders are responsible for creating "call for volunteers" emails;
- Organize the volunteer schedule for the events (eg. timetable with all the volunteers).

Rose Davidson can provide templates and previous class lists to her successor for 2010/2011. In addition, she can demonstrate how to make the job easier with distribution lists.

Fundraising Committee Leader – Three Meetings = 6 hours throughout the year

- Select three dates with two evenings and one morning and identify venue (school, restaurant);
- Create an agenda for discussion that includes goals;
- Recruit volunteer leaders to attend or summarize their requirements at the meeting;

- Chair the meeting to ensure discussions stay on track and on time, but to also encourage feedback from many of the volunteers;
- Provide a brief summary at the School Council Meeting.

Event & Fundraising Positions:

Teacher Reception – First Week September – 2 hours

- Pre-order Starbucks coffee and pick up, pick-up juice, napkins, plates, flowers, baked goods;
- Set-up table for coffee service, set out food;
- Clean-up.

Magazine Subscriptions – September to November

- Liaise with the vendor;
- Prepare packages for circulation and sort them for each classroom;
- Leverage the email class parent system to remind/promote the fundraiser;
- Collect and manage money.

Culture Night – September to November Planning and Execution

- Select a vendor to entertain guests;
- Develop a theme for marketing purposes (ie. Pop Culture Night);
- Create a flyer to promote the event, attendance and sign-up for food;
- Set-up and clean-up.

Mistletoe Magic – September to November Planning and Execution

- Organize vendors;
- Liaise with parent volunteer coordinator to assess volunteer needs on the night;
- Organize marketing campaign for the school and community, bake/tea room, babysitting;
- Decorate gym/school;
- Liaise with community partners for donations to cover productions costs;
- Set-up and clean-up.

Pizza Lunch - September to June Planning and Execution (3 to 6 hours a month)

- Research and select the right supplier (ie. Pizza Pizza);
- Create an order form and flyer that promotes the dates and costs;
- Liaise with the parent volunteer coordinator to recruit volunteers twice a month;
- Manage the cash and work with treasurer for payments.

Branded Clothes – Sell throughout the Year (less than 5 hours for the year)

- Accept orders and collect cash for clothes in inventory;
- Sell clothing at school events.

Leap for Literacy – September to February Planning and Execution

- Secure a sponsor to cover the cost of the DJ, books for each student, etc (Denise Tompkins);

- Negotiate with Magen Boys Entertainment to DJ and dance for the fundraiser;
- Template has been created for: scheduling, email promotion, marketing flyer, pledge donation sheet, post event newsletter;
- Leverage the class parent co-ordinator for distribution of pledge forms and promotional flyer starting in December, before the holiday break;
- Attend the dance and photograph the dancers;
- Post-event, create a bulletin board of photos to showcase at Literacy Night (held a week after the dance).

Branded Lawn Bags – November to April Planning and Execution

- Research and select a vendor to produce bags for Spring and Fall;
- Create marketing materials and an order form;
- Liaise with parent volunteer coordinator to promote bags;
- Collect money and work with treasurer to pay the vendor.

Girls Night In – November to April Planning and Execution

- Select vendors to entertain gals
- A theme can help with marketing purposes (ie. Slumber party, Buck a Book, Purse Snatch, Fashion Show, Crafts)
- Create marketing materials;
- Liaise with parent volunteer co-ordinator to promote and secure volunteers;
- Collect money and work with treasurer to pay the vendor.

Teacher Appreciation BBQ - November to June Planning and Execution

- Select a date (early Friday in June) and book the BBQ vendor in September;
- Manage food and beverage vendors – cupcakes, ice cream, water truck, etc.;
- Work with entertainment vendors – bouncy slide, games, music, etc.;
- Create marketing materials and an order form;
- Liaise with parent volunteer co-ordinator to promote the event and secure volunteer parents;
- Oversee volunteers at the various stations throughout the afternoon;
- Collect money and work with treasurer to pay the vendors.