**PARKDALE PS PARENT COUNCIL POSITIONS AVAILBLE**

**Executive Committee Positions Open on The Parkdale jr and Sr Public School Parent Council 2017 – 2018 Election to be Held by consensus by parents/caregivers at Wednesday October 4, 2017 Parent council Meeting in the Teacher Lounge :**

* ***1 Chair/ 2 Co-chairs:*** **(Vacant)** Will set, build and email and post the Council Agenda, liaise with the school administration Principal and Vice-Principal, Committee leads, municipal politicians and school board trustee and/or Ward 7 representative and chair the meetings.
* ***1 Treasurer***: **(Vacant)** will maintain the bank account(s) and all financial records, manage the approved annual budget and report regularly on financial statements including reconciling the budget and the actuals.

*Treasurer Duties include:*

*To keep accurate financial records, with the help of the office representative (responsible for school deposits -this used to be Klara Teodorvich).*

*To present a financial report at each Parent Council/PTA meeting.*

*Liaising with the school rep (Klara) to reconcile bank account.*

*The treasurer is the only person who can ask for balances in the account, ask for statements and a transaction summary.*

*Ensuring the proper counting and banking of money, this is done after every major fund raiser.*

*When counting money there should always be a minimum of 2 people and if possible an office employee. This is to ensure all cash is properly accounted for.*

*Paying agreed expenses.*

*Strong understanding of future expenses and keeping various groups on budget.*

*Providing and accounting for cash floats at events, in conjunction with the office.*

*Preparing the annual accounts and arranging for someone to check these before the AGM or October Parent Council Meeting.*

* ***1 Secretary/2 Co-Secretary:*** **(Vacant)** will take the meeting minutes and post approved minutes (bulletin boards/websites and/or Facebook).

*This role can also become more as the is opportunity to work as a back up chair or as a representative in the community****.*** Traditionally the Secretary can make it there own role if the core duties are not enough.

* ***TDSB Ward 7 Representative: (Filled by Susanna Redekop)***  attends the TDSB Trustee's meetings, representing the Parent Council and reports back. This position may be held by another Executive Committee member or it may be another Parent Council member.
* ***Fundraising: (Vacant***) An individual or working group will report on fundraising upcoming events and call out and strategy to do the work with a group of volunteers Parkdale caregivers/parents
* ***Communications:*** **(Vacant)** An individual or working group will report on all communication activities. A communication plan will be developed each year and strive to keep all families informed using many channels, including social media, classrooms, bulletin boards, The Roar and others.