

**Your School Council - Who Does What?**

(Roles and Responsibilities)

Williamson Road's School Advisory Council strives to play a vital role in supporting your children's education and contributing to the life of the school community. The events coordinated by the council are opportunities for parents, teachers, and guests to share ideas, build friendships, and increase mutual understanding. Funds raised through council contribute to materials, equipment, and programming that enhance the educational experience for students in every classroom.

All parents are members of the School Advisory Council. As a school council member, you can help your council discover new and exciting ways to contribute to the education of students in your school. Education is a partnership involving parents, students, teachers, principals, school boards, government, and the community. Your participation can make a difference!

The below information outlines the roles and responsibilities of both the executive council (chair/co-chair, treasurer, secretary) and other positions open to our community members. Please watch for timely school council news in the SAC Weekly Update email.

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| **Voting Member Roles** | **Responsibilities** |
| Chair or Co-Chair | This role can be held by one or two people collectively and the key duties involve leading the council meeting and being the primary contact between the school and parent community. Specific duties include:  -arranging meetings and preparing agenda  -chair council meetings including time management  -facilitate resolution of conflict  -participate as ex-officio members of all committees established by council  -communicate with school principal on behalf of council |
| Treasurer | -handles all the finances including budget allocation of fundraising money, reimbursement of expenses , maintaining online payment process and preparing financial reports |
| Secretary | -records minutes of each council meeting, distributes for review and submits for submission to website |
| Parent Representatives | -participate in a variety of area such as parent volunteer recruitment, planning of events (fundraising and community events), school safety, mental health etc. |
| Community Representatives | -voting member who contributes to discussions of council  -represents community’s perspective  -may participate on any committee established by council  -helps build partnership links between school and community |
| School Staff Representative (Teaching staff) | These roles are specific roles held by members attending the school on a daily basis. Specific duties can be found on the TDSB website (Community section). These representatives are selected by the staff and administration of the school. |
| School Staff Representative (Teaching staff) |
| Principal (non-voting) |