



Bessborough Home & School

Role Descriptions

OVERVIEW

The Bessborough H&S roles are listed below with a description of their importance, estimated volunteer time and responsibilities addressed further down. The Bessborough H&S operates as a combination to the provincially mandated School Council and volunteer council Home and School. Some positions will be applicable to both.

Role	Position	No. of Volunteers
Chair	Executive, Elected Officer	1 or 2
Secretary	Executive, Elected Officer	1
Treasurer	Executive, Elected Officer	1
Treasury Support	Executive, Elected Officer	1
Past Chair	Executive	1
Divisional Representative, Lead	Leadership	1
Divisional Representative, Team	Committee Members	4
Events & Fundraising, Lead	Leadership	1 or 2
Events & Fundraising, Team		
Social Series, Lead	Leadership	1 or 2
Lunch Meal Programs, Lead	Leadership	1
Lunch Meal Programs, Team	Committee Member	10 to 12
Communications, Lead	Leadership	1
Communications Team	Committee Member	2 or 3
Volunteer Coordinator, Lead	Leadership	1
Volunteer Coordinator, Team	Committee Member	1
Lunch Activities	Committee Member	2
Appreciation	Committee Member	2

Lost and Found	Committee Member	3
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CHAIR/CO-CHAIR

The Chair/Co-Chair provides leadership in setting the annual H&S goals and ensuring the Executive and Leadership committees can contribute in a respectful and resourceful way to reach them. Chairs encourage full participation so that all viewpoints are heard and considered, that relevant matters are discussed, and appropriate decisions are made. They have an understanding of the volunteer, parent and school communities, are a good team builder, respect confidences, are organized, and are dependable.

This role is applicable to School Council and Home and School functions.

Time Commitment

In the Fall and Spring, an average of 10 to 15 hours per week. In with winter, on average 5 to 10 hours per month.

How Selected:

This role is an Elected Officer of the H&S Executive. If there is more than two candidates, an election will be held in September of the school year. If there is one or two candidate(s), they will hold the position.

Responsibilities

- Form H&S Committee annual objectives, collaborating with the Executive and Leadership committees.
- Support committee initiatives to help teams be successful and ensure appropriate accountability and oversight
- Lead Executive and General meetings, of H&S activities through Executive and General Meetings; set meeting schedules and agendas and manage facility requirements
- Prepare the annual Operations and Enhancement Budgets, with input and approval from the Executive Committee
- Liaise with Administration on a regular basis to inform on issues important to parents, and with parents on an ongoing basis on issues and concerns
- Create relationships with Superintendent and Trustee
- Attend some ward forums, trustee meetings, meetings with other schools, and school council
- Complete application for Parent Reach Out (PRO) Grant
- Other duties as required by OFHSA (see document)



SECRETARY

The Secretary works closely with the Chair to ensure a smooth and transparent functioning of the H&S. He/she is well organized with a mind for detail to maintain accurate and effective meeting notes, and brings objectivity to meetings, ensuring quorums are met and other important details.

This role is applicable to School Council and Home and School functions.

Time Commitment

2 hours per month plus approximately 10 hours in September to facilitate the H&S membership application process.

How Selected:

This role is an Elected Officer of the H&S Executive. If there is more than one candidate, an election will be held in September of the school year. If there is only one candidate, they will hold the position.

Responsibilities:

- Create minutes for all General and Executive meetings
- Compile H&S membership list, collect cheques, and submit to OFHSA
- Other duties as required by OFHSA:
 - Bring current year's minutes to meetings
 - Provide previous month's meeting minutes to Executive Members
 - Maintain 5 previous year's' meeting minutes
 - Maintain signed monthly financial statements
- Create Executive and Core Team contact lists



TREASURER

The Treasurer is the watchdog over the finances of the H&S, working closely with the Executive and Leadership to manage financial planning around fundraising dollars flowing in and Operations and Enhancement Budget items being paid out. He/she is comfortable with daily banking, has an understanding of maintaining financial summaries, is diligent and well organized.

Time Commitment

2 to 5 hours per month plus approximately 15 hours in September to facilitate payments for H&S activities and initiatives and prepare OFHSA submissions.

How Selected:

This role is an Elected Officer of the H&S Executive. If there is more than one candidate, an election will be held in September of the school year. If there is only one candidate, they will hold the position.

Responsibilities

- Create annual financial summaries
- Plan, with Event Lead, event financial management (e.g. primary contact for managing transactions, process for cash collections through event - as for movie night).
- Manage bank account / cheque writing
- Ensure proper documentation and sign-off by budget manager(s) to issue cheques
- Other duties as required by OFHSA
 - Manage signing of monthly statements by Chair and Treasurer
 - Provide to Secretary to file
- Provide periodic financial status updates for Executive meetings.
- Document respective processes (or update as needed) to capture roles, responsibilities and lessons learned for future Treasurers.
- Participation at Executive and General Meetings

TREASURY SUPPORT

This volunteer supports the Treasurer in working closely with the Executive and Leadership to manage financial planning around fundraising dollars flowing in and Operations and Enhancement Budget items being paid out. He/she is comfortable with daily banking, has an understanding of maintaining financial summaries, is diligent and well organized.

Time Commitment

2 to 3 hours per month plus approximately 5 hours in September to facilitate payments for H&S activities and initiatives, and prepare OFHSA submissions.

How Selected:



This role is an Elected Officer of the H&S Executive. If there is more than one candidate, an election will be held in September of the school year. If there is only one candidate, they will hold the position.

Responsibilities

- Assist the Treasurer in duties above as needed
- Participation at Executive and General Meetings



PAST CHAIR

The Past Chair is a valuable resource to provide insight, perspective, wisdom, and legacy experience as it pertains to H&S activities and discussion. They are a part of the H&S Executive.

Time Commitment:

Attendance at Executive and General Meetings, approximately 1 hour per month during the school year. Additional time may be needed periodically during the year.

Responsibilities:

Participation at Executive and General Meetings, and may assume other responsibilities and special projects as needed and desired.



DIVISIONAL REPRESENTATIVES

The Divisional Representatives are the grassroots connection between H&S and our parents and teachers. They're eager to meet new people and make a personal connection with our parents and teachers. They have a good understanding of the H&S initiatives. For some of the Divisions, they may be responsible to host parent welcome events.

Lead

The Lead Divisional Representative provides leadership to the Divisional Representatives so they can function effectively. She/he is a good team builder, is organized and dependable, has a good understanding of the H&S initiatives and works closely with the Chair.

The Lead role is part of the H&S Leadership, working closely with the H&S Executive.

Time Commitment:

2 hours per month plus approximately 10 hours in September

Responsibilities:

- Lead team of 5-7 divisional representatives, who cover the various constituent groups at Bessborough.
- Manages templates for new school year relevant information (dates, deadlines, budget amounts) and shared with stakeholders.
- Document respective processes (or update as needed) to capture roles, responsibilities and lessons learned for future Lead Divisional Representatives
- Ensure the team has relevant information to network with parents on H&S initiatives, as needed, and communicate with teachers to keep in touch with class, classroom or division needs for enhancement funding
- Organizes (hosts or finds a host) for a Class Parent Training and Appreciation Night
- Works with Chair to schedule Divisional Representative events
- Participate in Executive and General Meetings

Team Members

Divisional Representatives are aligned to either Kindie, Primary, Junior or Intermediate grades that match with at least one of their own children to build on already established connections with teachers and parents.

Time Commitment:

1 hour per month plus approximately 10 hours in September

Responsibilities:

- Work with teachers for appointment of Class Parent
- Advise Class Parents of their responsibilities and provide tool templates
- Network throughout the year with parents in their division to keep in touch with parental needs and sentiment
- Share H&S messages with Class Parents to distribute



- Kindie DR facilitates a welcome morning and evening events for parents
- Intermediate DR facilitates a welcome night for grade 7 parents and assist in building the graduation committee
- Attend General Meetings



COMMUNICATIONS

The Communication Team tells the H&S story. They are a key part of our team to keep our parents informed of events, initiatives and important dates. They have a good understanding of the H&S initiatives, a flair for creativity and are committed to writing schedules. They work closely with the Executive, event leads and the Vice Principal. The team is usually comprised of two to three people to share the responsibilities and let you choose the area you like best - writing, social media, webmaster.

The Lead role is part of the H&S Leadership, working closely with the H&S Executive.

Time Commitment:

2 hours per week, on average, plus approximately 10 hours in September.

Responsibilities

- With Executive and Event Leads, create communication plan for activities, events and need-to-know information. Monitor community uptake and consider alternative messaging channels as appropriate
- Create H&S copy to Administration weekly bulletin (turnkey) that features upcoming events, meetings, updates, fundraising, programs
- With Divisional Representatives, create communication to Class Parents
- Manage H&S website copy and licensing renewals
- Run social media platform on Instagram to promote H&S events and celebrate volunteers
- Document respective processes (or update as needed) to capture roles, responsibilities and lessons learned for future Communications Team
- Participate in Executive (Lead) and General Meetings (Lead and Team Members)



VOLUNTEER COORDINATOR

The Volunteer Coordinator is our HR department, to put it in corporate lingo - matching the right person (or parent in this case) to the right role. She/he is a key role to a volunteer group when research shows the highest achieving schools have the highest levels of family and community involvement. Having an overall understanding of the H&S initiatives, she/he is a people person, is resourceful, and won't hesitate to tap someone on the shoulder to make a gentle request, and help people find a way to be involved that suits skills, schedules and needs.

The Lead role is part of the H&S Leadership, working closely with the H&S Executive.

Time Commitment:

2 to 4 hours per month, on average.

Responsibilities

- Manage the database of names and contact information, skill sets, availability, interests, asks and activities of volunteers
- Establish, with Executive, targets for family volunteer participation, database size.
- Throughout the year, reach out in person and via written communication (and encourage H&S Core Team to do same) to meet community parents and find ways to help them be involved.
- Leverage class parents via Divisional Representatives to build database
- Offer Event Leads the volunteer database as a resource to help build committee and event teams.
- Document respective processes (or update as needed) to capture roles, responsibilities and lessons learned for future Volunteer Coordinators.
- Appreciate and celebrate contributions
- Participate in Executive and General Meetings



EVENTS & FUNDRAISING

The Fundraising Team is focused on engaging our community to enhance our parent and student relationships and celebrate Bessborough. They are creative and enthusiastic to build a thriving and engaged community.

Lead

The Lead role is someone who is creative, curious, honest and reliable. They should have insight on our global community - volunteers, parents, students and teachers - and good people and relationship building skills. It's important they understand success is achieved as a team. They are part of the H&S Leadership, working closely with the H&S Executive.

Time Commitment:

5 to 10 hours per month, on average.

Responsibilities

- Develop annual fundraising plan to align with fundraising goals as set by the Executive with input from Administration. Present to Executive for review and approval each fall
- Recruit Event Leads for each initiative and provides them with an Event Plan that includes (but is not limited to): Event objective, Target audience, Target profits, Event timing, Volunteer(s) required, Roles, responsibilities & task timelines
- Mentor/ Manage/ Work with Fundraising Team to:
 - Enable them to take ownership of events and align planning to established processes and procedures
 - Remove barriers, enable accountability to budget
 - Collect and analyze feedback from participants, volunteers, organizers
 - Monitor progress of the event plan, reporting to the Executive on a regular basis
- Evaluate new fundraising initiative ideas, being respectful of community desires, volunteer workload, financial return
- Document management for processes to capture roles, responsibilities and lessons learned for future Fundraising Chairs
- Track sponsorship requests and receipts, ensure thank yous are sent
- Participate in Executive and General Meetings



EVENTS & FUNDRAISING

Team

Social Series

The Social Series is a collection of events for parents and students - Street Crawl, Men with Axes, Ladies Night, to name a few, as well as the end of year teacher/ student events.

The Lead role is part of the H&S Leadership, working closely with the H&S Executive.

Time Commitment:

3 hours per month, on average.

Responsibilities

- With the Fundraising Lead, develop annual social series plan to align with fundraising goals. Present to Executive for review and approval each fall
- Works with Communication, Treasurer and Volunteer Coordinator to plan event needs and timelines
- Recruit Event Leads for each initiative and provides them with an Event Plan that includes (but is not limited to): Event objective, Target audience, Target profits, Event timing, Volunteer(s) required, Roles, responsibilities & task timelines
- Mentor/ Manage/ Work with Event Leads to:
 - Enable them to take ownership of events and align planning to established processes and procedures
 - Recruit event team members; starting with VC database, then seeking new recruits as needed
 - Have them complete event documentation for legacy planning
 - Collect and analyze feedback from participants, volunteers, organizers
 - Monitor progress of the event plan, reporting to the Executive on a regular basis
- Participate in Executive and General Meetings

Lunch Meal Programs

Bessborough H&S administers three lunch programs - our students love the special hot meals and our parents appreciate the easier mornings. We have the Pizza, Sub and Catered (Rose Reisman Catering) Lunch Programs.

The Lead role is part of the H&S Leadership, working closely with the H&S Executive.

Time Commitment:

2 hours per month, on average.

Responsibilities

- Manage student forms and payments in September



- Manage vendor relationships
- Works with Communication and Volunteer Coordinator to recruit volunteers to help on the scheduled meal dates
- Participate in Executive (Lead) and General Meetings (Lead and Team Members)

Lunch Meal Programs

These parents are a keen and efficient team who, in record time deliver pizza, subs, milk and cookies to the screaming delight of our students. These are the favourite school days.

Time Commitment:

1 hour per month, on average.

Responsibilities

- Manage the relationship with the providers, including: days the service will be provided, costs, what the Administration and H&S needs to do to facilitate the meal program, and enrollment communication to the parents
- On the scheduled lunch date, help organize and distribute food to the classrooms

Other

Throughout the year, we host other events and fundraising activities (for example, Welcome Back Movie Night & BBQ, Men with Axes, or The Bessies). The Lead and Team will be requested as needed through the Weekly Bulletin and H&S website.



APPRECIATION

Apples on desks, turkey give-a-ways, caffeine and candy during report card seasons - who wouldn't love to spread this joy. This role supports our teachers and staff by giving thanks for all they do to keep our students in a safe, healthy, and inspirational environment. We like to have at least two parents part of this team.

Time Commitment:

1 hour per month, on average.

Responsibilities

- Create an Appreciation Plan for teachers and staff and share with Executive and Administration for master planning
- Facilitate appreciation events during the year
- Be accountable to H&S budget and work with the Executive for Operation Budget planning



LUNCH ACTIVITIES PROGRAM COORDINATOR

We are pleased to facilitate professional enrichment programs available to our students during the lunch hour, allowing them to explore arts, music, hobbies and technology. This role is ideal for someone who's organized, dependable and insightful and enthusiastic about building a well-rounded program.

Time Commitment:

5 to 8 hours per month for September, October, December, January, March and April.

Responsibilities

- Research and select appropriate professional program providers, manage relationship on an on-going basis, and adjust programming needs during the year depending on season and the grade popularity
- Work with Administration and Vice Principal to designate rooms, teacher assistants, police check and permit requirements
- Work with Communications to create and execute plan to publicize programs to parents
- During the first week of programs; be there each day to meet and greet instructors and make sure all students attend their programs.
- At the end of the first week of programs - submit students lists and police checks to VP
- Be a point of contact for parents regarding information and concerns/issues regarding programs



LOST AND FOUND

We love our kids, but man can they lose stuff! We'll try our best to get it back to you, but when we can't, it will be cleaned and donated to a local charity. There's not a lot of glam in this role, but it's valuable to helping our school stay neat and organized and giving back to the community. We'd like to have at least three parents part of this team.

Time Commitment:

1 hours per month, on average.

Responsibilities

- Collect items periodically from various lost and found bins in the school and organize nicely at central spot by the Administration Office
- With Communication, remind parents to pick up items at H&S meetings and events
- For remaining items, clean and provide to local charity (approximately 4 times per year)