

Position Descriptions

EXECUTIVE:

Chair or Co-Chairs

Average Monthly Volunteer Hours = 5 to 7 hours

- Calls, chairs and sets the agenda for all Council meetings - notifies parents, teachers, staff and community representative about the meetings
- 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 in Council initiatives
- Consults with senior staff of the school board, including superintendents and trustees
- Attends community meetings as required and information/training sessions
- Participate in committees and committee activities where possible

Treasurer

Average Monthly Volunteer Hours = 4 to 6 hours

- Maintains detailed, written financial statements, including records of all receipts and disbursements on behalf of Council
- Responds to TDSB mandated bi-annual financial earnings reports
- Manages and tracks Council's annual budget
- NOTE: Templates are available for all financial reporting
- Is a member of the Fundraising Committee, where possible

Secretary

Average Monthly Volunteer Hours = 2 to 3 hours

- Attends Council meetings and assists Co-Chairs with agendas
- Records, maintains and distributes minutes of meetings
- Performs other, general consultative and communication-related duties
- Responsible for keeping files updated and organized on shared drive
- Having access to a laptop computer would be an asset
- NOTE: Templates (ie agenda, minutes) are available
- Participates in committees and committee activities where possible

Parent Member

Average monthly volunteer hours = 1-2 hrs

- Attends Council meetings
- Provides input and votes toward various Council initiatives and annual budget
- Participates in committees and committee activities where possible

In addition to elected or acclaimed positions, various committees for the 2018/19 school year can be formed based on levels of interest from the parent and school community. Committees

meet outside of the formal Council meetings, and report back to Council regularly. Any Brock parent can join a committee. Possible committees for 2018/19 could include:

- **Fundraising Committee** - develops and plans fundraisers for the school
- **Rooftop Garden Committee** - helps maintain Brock's rooftop garden by coordinating parent involvement
- **Equity Committee** - engage parents in topics relating to social justice and equity in the classroom
- **Arts Committee** - helps identify and advocate for arts-based opportunities in the school