

**GORDON A BROWN MIDDLE SCHOOL**  
**School Advisory Council**

**ROLE OF THE SCHOOL ADVISORY COUNCIL [GAB.SAC]:**

SAC provides a forum through which parents and other members of school communities can contribute to improving student achievement and school performance. Parent involvement has a significant effect on student achievement. The SAC executive and members at large are advisors to the school admin for such things as school models for staffing, appointment of new Ps or VPs. Being part of our SAC or just attending our GAB SAC meetings allows for increased input and consultation with your child's school.

**Effective School Councils:**

- Focus on student learning and best interests of all students
- Get involved in setting priorities for improving student achievement
- Promote meaningful parental and community involvement and actively seek the views of their school communities
- Include members who represent the diverse views of their school community
- Keep well informed about school and board policies and procedures
- Communicate with the community about their activities
- Maintain high ethical standards
- Have members who have developed mutual trust and respect for one another

**ELECTED ROLES each year:**

- SAC Chair or SAC Co-Chairs
- SAC Secretary
- GAB Ward 16 representative
- Caring, Safe and Accepting Schools committee representative

**ROLE of the SAC Chair / Co-Chairs:**

- Prepare agendas and Chair council meetings
- Arrange for meetings – help set calendar of meetings for the year
- Ensure minutes of council meetings are recorded and maintained
- Facilitate the resolution of conflict
- Participate as ex-officio members of all committees established by school council
- Communicate with the school principal on behalf of the council

**ROLE of SAC Secretary:**

- Take minutes
- Publish minutes --- to be kept at school on record for examination when requested
- Review minutes at the beginning of each meeting to ensure all recorded was accurate

**ROLE of Ward 16 representative:**

- Attend Ward 16 meetings and share information from meetings at GAB's SAC meetings
- Host or offer to host a Ward meeting at GA Brown

**ROLE of Caring, Safe and Accepting representative:**

- Attend Caring, Safe and Accepting committee meetings with GAB teachers and admin
- Report on outcomes of committee at SAC/H&S meeting

**NOMINATIONS WILL BE ACCEPTED UNTIL TUESDAY, OCTOBER 6, 2020 AT 4:00 PM.**